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**CAMDEN COUNTY COLLEGE**  
**BLACKWOOD, NEW JERSEY**

JUL 08 1988

**RUTGERS UNIVERSITY**

**AGREEMENT**

between

Camden County College Board of Trustees

**BOARD OF TRUSTEES**

OF

**CAMDEN COUNTY COLLEGE**

and

**ASSOCIATION OF ADMINISTRATIVE PERSONNEL**

X July 1, 1988 - June 30, 1991



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AGREEMENT BETWEEN

The Board of Trustees of Camden County College operating under provision of Public Laws of 1968, Chapter 303 of the State of New Jersey as amended by Chapter 123, Public Laws of 1974 of the State of New Jersey,

AND

The Association of Administrative Personnel of Camden County College.

This Agreement entered into by and between the Camden County College, hereinafter called the Board, and the Camden County College Administrative Personnel Association, hereinafter called the Association.

WITNESSETH:

Whereas, the Board and the Association recognize and declare that providing quality higher education for the students of this College is their mutual aim and that the character of such education depends upon the quality and morale of the college administration; and,

Whereas, the members of the Association are particularly qualified to assist in the development of policies in the areas of their competence for the purpose of making recommendations to the Board of Trustees through the Office of the President; and,

Whereas, the Board has a statutory obligation, pursuant to Chapter 123, Public Laws of 1974, to negotiate with the Association as the Representative of the college administration; and,

Whereas, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

## ARTICLE 1

### RECOGNITION

A. The Board hereby recognizes the Association of Administrative Personnel of Camden County College as the exclusive negotiating representative as defined in New Jersey Public Law of 1974, Chapter 123, for full-time administrative positions employed by the Board. The Camden County College Administrative Association Unit is comprised of all full-time professional employees employed by the Board of Trustees and listed as unit members in Appendix A of the Agreement-Salaries.

B. Any other position with comparable job responsibilities created during the life of the contract may be added to the bargaining unit contingent upon the mutual agreement of the College and the Association.

C. The Board agrees not to negotiate with any unit member or with any organization representing same other than the Association for the duration of the Agreement.

#### D. New and Non-Members of the Association

1. The Dean of Personnel and Labor Relations will promptly notify the President of the Association of all new hires

2. The Personnel Office will distribute a contract, including an introductory letter from the Association, to all new hires.

#### E. Agency Shop Provision for Non-Members

1. The Association President shall submit to the College Personnel Office a list of names of employees covered by this contract who are not currently dues paying members. The College in compliance with State Law and this Agreement, will deduct from non-association employees in this bargaining unit a representation fee equal to eighty-five percent (85%) of the amount set for association members (this amount will be determined by the association treasurer and is to be paid by payroll deduction).

2. It is agreed by the parties to this Agreement that the Board shall have no other obligation or liability, financial or otherwise (other than set forth herein) because of actions arising out of the understandings expressed in the language of the Article. It is further understood that once the funds deducted are remitted to the Association the disposition of such funds thereafter shall be the sole and exclusive obligation and responsibility of the Association.

3. The Association shall indemnify and save the Board (and College) harmless against any and all claims, demands, suits or other forms of liability including reasonable legal and/or representation fees resulting from any of the provisions of this Article or in reliance on any list, notice or assignment furnished under this Article.

## ARTICLE 2

### ASSOCIATION AND RIGHTS

A. Pursuant to Public Laws of 1974, Chapter 123 of the State of New Jersey, the Board hereby agrees that Unit members shall have the right freely to organize, join and support the Association for the purpose of engaging in collective negotiation over grievances, terms and conditions of employment activities for mutual aid and protection. As a duly appointed body exercising powers granted under the laws of the State of New Jersey, the Board undertakes and agrees that it will not directly or indirectly deprive, discourage, coerce or harass any Association member in the enjoyment of any rights conferred by the Act or other laws of New Jersey or the Constitutions of New Jersey and of the United States, that it will not discriminate against any Unit member with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective negotiations with the Board or his institution of any grievance, complaint or proceeding under this Agreement.

B. Nothing contained herein shall be construed to deny or restrict to any Unit member, rights he may have under the General School laws of the State of New Jersey, or other applicable laws and regulations. The rights granted to Association hereunder shall be deemed to be in addition to those provided elsewhere.

C. Duly authorized representatives of the Association shall be permitted to transact official Association business on College property at all reasonable times. Reasonable time shall be defined as that period which does not interfere with the operation of the College or the performance of their regular duties.

D. Association shall have the right to use College facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at all reasonable times, when such equipment is not otherwise in use. Payments shall be made for any expendable supplies used for Association purposes and the Association shall be liable for damages to any equipment used for said purposes. College secretaries shall not be used for Association business during the normal working hours.

E. The Association shall have the right to post notices of its activities and matters of the Association. The Association may use the College mail service and College mail boxes for communications to all of those persons who are concerned.

F. Unit members shall be entitled to full rights of citizenship and no religious or political activities of any member or the lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such member. The private and personal life of any Association member, excluding a conviction for the commission of a felony, is not within the appropriate concern or attention of the Board.

G. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious or discriminatory with regard to race, creed, religion, color, national origin, age, sex or marital status.

H. The President of the College shall meet once a month with the President or his designee of the Association to discuss and review matters of common concern.

I. The Association members retain a shared responsibility for the governance of the College together with the Trustees, President, Faculty and students.

### ARTICLE 3

#### CONDITIONS OF EMPLOYMENT

A. Unit members are responsible for the completion of all tasks assigned to them and are evaluated accordingly. While the normal work hours are 8:30 a.m. to 4:30 p.m. with one (1) hour for lunch and the normal work week is thirty-five (35) hours,\* it is recognized that Unit members are required to perform services that may be beyond that which would normally be accomplished within the usual work week. Within the context of a five-day work week and a seven-hour work day, professional staff members may, with the approval of the appropriate Dean, adopt flexible work hours. In situations when overtime is authorized, compensatory time shall accrue on an hour-for-hour basis, and should be used within ninety (90) days from the date it was earned. Approval for use of compensatory time will be at a time mutually convenient for the unit member and the immediate supervisor.

#### B. Overload

Qualified Association members whose background and experience, as determined by the Dean of the Academic Discipline, and the President of the College, qualify them for teaching at the junior college level shall be given consideration for overload teaching. Such qualifications necessary to teach the course will be stated in writing, and will be available to Association members upon request from the

\* The normal work hours for the period June 1st through August 31st shall be 8:30 a.m. to 4:00 p.m. with one (1) hour for lunch.



appropriate Dean's office. Overload positions shall be assigned by the Dean of the Academic Discipline/Program subject to the approval of the College President. No Association member shall be assigned more than one (1) overload per semester. Voluntary overloads shall be at the discretion of the College.

C. Attendance at College Functions

Association members attending college functions for which academic attire is required shall have said attire furnished by the College at no charge. Attendance at Commencement is encouraged. Association members may be excused from attendance at commencement with the approval of the appropriate Dean.

D. Transfer

1. Off-campus assignments shall be mutually agreed upon by the Association member involved and the President.

2. Association members who wish to enter the teaching faculty on a full-time basis, shall be permitted to do so upon written request, if qualified, and vacancies exist. Faculty rank and salary shall be according to the provisions of the faculty contract in effect at that time.

E. College Closings

If roads and/or weather conditions are deemed unsafe by the Administration and classes are cancelled, Association members who staff administrative and academic offices will not be required to report for work that day.

F. Field Trips

The College shall provide travel-accident-liability insurance in the amount of \$100,000/\$300,000 whenever an Association member is requested to drive on college business, and also be reimbursed for mileage and other appropriate expenses as per current college policy.

G. Job Descriptions

When working conditions lasting more than one semester necessitate a change in the job responsibilities of an Association member, a new job description shall be issued. The College and the Association will mutually agree upon the terms,

including salary adjustments, contained in the new job description. The job description shall be available to the member and the Association President within thirty (30) days of the revision.

#### H. Vacancies

Whenever full or part-time administrative or supervisory or technical openings or vacancies occur during the year in the college administration, notice of such position(s) shall be posted and distributed to all Association members to provide appropriate and reasonable opportunity to apply for the position(s). Such posting notice shall include the deadline date for application. Upon request to the Dean of Personnel and Labor Relations, prospective applicants shall be given a copy of the job description which will include responsibilities, qualifications and salary offered.

#### I. Sexual Harassment

Any employee who engages in any form of conduct or activity (sexual harassment) which violates Section 703 of Title VII, shall be subject to disciplinary action up to and including discharge, as the College in its sole discretion shall deem appropriate including selective discipline where all participants cannot be discharged and all leaders, participants and instigators cannot be identified. An employee who believes the disciplinary action by the College concerning him or her was not justified shall have recourse to the appropriate grievance procedure including arbitration.

### ARTICLE 4

#### ADMINISTRATIVE BENEFITS

##### A. Paid Leaves of Absence

##### 1. Annual Vacation

a. Association members shall earn one and three-quarters (1-3/4) days paid vacation for each month of service per contract year. Association members after ten (10) or more years service at the College shall earn two (2) days paid

vacation for each month of service per contract year. An Association member may use his/her earned vacation time during the contract year in which the vacation time was earned or he/she has the option to use his/her vacation time in total or in part in the succeeding year with the understanding of the immediate supervisor and the College President.

b. If necessary, Association members may have the period from July 1 to October 31, to use any earned vacation time that was not used prior to the end of the contract year, on June 30. However, after October 31, an Association member will only be able to carry twenty-one (21) days of accumulated vacation time forward into the new contract year.

c. Upon request, Association members may be granted additional vacation days without pay with the approval of the President or the Dean of Personnel and Labor Relations.

d. Individuals are entitled to accrued vacation leave or payment for same upon termination of employment.

e. No later than July 15th of each year, each Association member shall be given an accounting of the number of vacation days he/she shall have available for use. An Association member in danger of losing vacation time will be notified no later than September 1st.

## 2. Sick Leave

a. Sick leave is occasioned by the absence of an individual from duty, because of illness, non-work related accident or exposure to contagious disease and is recorded from the first day of absence. The College may require an employee who has been absent because of personal illness for five (5) consecutive days or a continuing pattern of absenteeism, as a condition of his/her return to duty, to be examined at the expense of the College by a physician designated by the College. Such examination shall establish whether the employee is capable of performing his/her normal duties and that his/her return will not jeopardize the health and safety of other employees.

b. Sick leave shall be earned at the rate of one (1) day for each full calendar month of employment (generally twelve (12) days per contract year). Sick leave shall be cumulative. Upon retirement from the service of Camden County College, as confirmed by the New Jersey Public Employee Retirement System, an Association member shall receive a lump sum payment equal to \$50.00 per day up to a maximum of 50% of unused accumulated sick days with the provision that:

1. the Association member has been employed continuously by the College (including periods of approved leave of absence) for a period of fifteen (15) complete years or more, and
2. the Association member has formally notified the College of an intent to retire by November 1 of the year prior to the fiscal year in which retirement will take place. In emergent circumstances, a later notice may be considered by the Board; however, the College may elect to defer payment for one year to allow for budgeting.

Exceptions to the period of employment and notification timeliness described above will be granted only in cases of unforeseen disability retirement from the College.

3. Bereavement

a. Leave not to exceed five (5) days will be allowed for each death in the immediate family. Family shall mean: father, mother, mother-in-law, father-in-law, siblings, wife, husband, children, step-children, grandchildren, grandmother and grandfather.

b. In the event of the death of a member of a family other than those previously listed, an Association member may be entitled to one (1) full day to attend the funeral.

4. Family Illness

In case of serious illness of a member of the employee's household, determination of eligibility for leave with pay shall be left to the discretion of the President.

5. Personal Leave

Employees will be granted personal leave with pay not to exceed three (3) days per year, for matters which cannot be cared for in other ways, subject to the approval of the immediate supervisor. The employee requesting personal leave will give at least twenty-four (24) hours advance notification to his/her immediate supervisor. Personal leave days which are not used shall at the end of the year be added to the individual's number of accumulated sick days.

Probationary employees shall be granted Personal Leave on a pro-rated basis as follows:

<u>Date of Hire</u>	<u>Personal Days</u>
July 1 - October 31	1 day
November 1 - February 28	1 day
March 1 - June 30	1 day

6. Holidays

The members of the Association shall be excused from work with pay on those days set as college-wide holidays. The college agrees to pay each eligible employee for each of the following holidays:

1. July 4th
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving Day

5. Christmas Eve Day through/and including  
New Year's Day
6. Martin Luther King's Birthday
7. Good Friday
8. Easter Monday
9. Memorial Day

Beginning in 1988, the College will designate the period between December 26 and December 30 as a holiday recess.

B. Unpaid Leaves of Absence

1. Professional Leave

A leave of absence of one (1) year may be granted by the Board of Trustees to any Association member upon formal application for the purpose of advanced study if in the opinion of the Board such study shall benefit the College as well as the individual. The Board may extend such leave beyond the one (1) year limit. Upon return from such leave, an Association member shall be placed at the same position on the salary schedule on which he/she would have been placed had he/she worked in the College during such period.

2. Exchange Teaching and Administrative Service

A leave of absence for one (1) year may be granted to any Association member by the Board of Trustees upon application for the purpose of participating in exchange teaching programs in other states, territories or countries, or a cultural program related to his professional responsibilities if, in the opinion of the Board, such experience shall benefit the College as well as the individual. The Board may extend such leave beyond the one (1) year period. Upon return from such leave, an Association member shall be placed at the same position on the salary schedule on which he/she would have been had he/she served in the College during such period.

### 3. Service in Professional Organizations

A leave of absence of up to one (1) year may be granted to any Association member by the Board of Trustees upon application for the purpose of serving as an officer of any professional association or on its staff, if in the opinion of the Board such service shall benefit the College as well as the individual. The Board may extend such leave beyond the one (1) year limit. Upon return from such leave, such Association members shall be placed at the same position on the salary schedule on which they would have been had they served in the College during such period.

### 4. Maternity Leave

A. The Board shall grant maternity leave of absence to a maximum of one (1) year without pay to any Association member upon request in accord with the following provisions:

(1) The Association member shall notify the Board within sixty (60) days of medical confirmation of pregnancy of the anticipated date of birth.

(2) The Association member shall be allowed to continue normal working activity as long as she is physically able to do so. If the Board believes that her working performance has noticeably declined because of her physical condition or capacity, the Board may remove the Association member from her duties if:

(a) The Association member cannot produce a certification from her physician stating she is medically able to continue performing her duties, or

(b) The Board's Chief Medical Officer and the Association member's physician agree that she cannot continue performing her duties or if,

(c) following a difference of medical opinion between the Board's Chief Medical Officer and the Association member's physician the Board may request expert consultation in which case the two physicians shall agree in good

faith on a third impartial physician who shall examine the association member and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue working.

B. The request for such leave shall include the date when such leave will be expected to conclude. The leave granted will conclude on that date unless in the discretion of the Board an additional reasonable period of time is granted upon the Association member's request for reasons associated with the pregnancy or birth or for other proper cause.

C. In the case of termination of pregnancy for any reason other than normal birth, the Association member shall notify the Board of such circumstances and the Board shall honor a request to return earlier than the date originally established upon receipt of medical certification by the Association member's physician of physical fitness to perform her duties.

D. Upon request, the Board may extend the leave granted beyond the date originally requested.

#### 5. Admission to Courses

Association members and eligible dependents who meet the course entrance requirements are to be granted tuition free entrance to any credit classes offered by the College. The general service fees will be waived for Association members and eligible dependents. Dependents shall be those defined by the Internal Revenue Service. Members of the Association and eligible dependents may enroll in credit courses without payment of tuition and general service fees. Additionally, Association members may enroll in non-credit courses on a space available basis without payment of tuition and general service fees. Laboratory fees for non-credit courses will be waived if said course(s) is deemed to be work-related and approved by the appropriate Dean.

#### 6. Graduate Tuition Reimbursement

Upon successful completion ("C" or better) of a course, Association members may be reimbursed for tuition and fees up to an amount per credit that does not



exceed the prevailing rate per credit at Rutgers University for in-state students, or at fifty percent (50%) of the existing rate of the institution the Association member is attending, whichever is the greater amount. The employee can be reimbursed for a maximum of fifteen (15) credits or its equivalent during the period between July 1 and June 30, each year. There will be a different reimbursement rate for undergraduate course(s) than for graduate course(s) in accordance with the respective tuition rates at Rutgers University. Reimbursement provisions will also be applicable to workshops and seminars.

Approval by the College President or his designee is to be secured in advance. Payment will be made on exhibition of receipt of payment for the course(s) and the official final grade(s).

#### 7. Professional Improvement and Membership

a. Association members shall be permitted to attend at least one (1) annual meeting or convention of their particular area and all state and regional meetings of relative consequence. The Board shall reimburse the Association member for all appropriate expenses incurred as a result of these meetings. The President shall be the final determiner of the suitability of such attendance and reimbursement following initial approval by the Association member's supervisor.

b. Any office represented by a member of this Association may apply to the Board of Trustees through the Office of the College President for payment of institutional membership in professional organizations relating specifically to that office making said request. The determination of appropriate organizations shall be made jointly in each instance by the requestor, his immediate supervisor, and the College President. Professional magazines other than those included in institutional memberships as described above shall be secured through the Office of the Library Director. The appropriateness of the magazines and the number of magazines per office shall be determined jointly by the Library Director, the requestor, the requestor's immediate supervisor and the College President.

## 8. Sabbatical Leave

The Board will establish a Sabbatical Leave to furnish Association members with an opportunity for professional development through study, research, and/or other pursuits as may contribute to professional growth. A Sabbatical Leave can be recommended by the College President to the Board of Trustees subject to the following conditions:

- a. An Association member must have been in the full-time employment of the College for five (5) consecutive years.
- b. Application shall be made to the Association Professional Standards Committee.
- c. A maximum of 5% of the Association may be on Sabbatical in any one academic year.
- d. An Association member must wait at least five (5) consecutive years after taking sabbatical leave before he is eligible for another sabbatical leave.
- e. Compensation during the leave shall be full salary for one (1) semester, half salary for two (2) semesters or full salary for two (2) semesters with the Association member working one-half of their scheduled hours, subject to the approval of the President.
- f. the recipient retains all rights and privileges and benefits of regular employment. The recipient may accept a grant, a fellowship, or similar monies usually identified with education.
- g. Acceptance of sabbatical leave obligates the recipient to return to the College for at least two (2) years.

### C. Insurance Programs

1. The Board shall provide without cost to the Association member full family health care insurance benefits under the New Jersey State Health Benefits Program (New Jersey Blue Shield, Blue Cross, including Rider J and Major Medical as well as any other health care program approved by the State Health Benefits

Program). The Board shall provide a prescription plan (\$1.00 per prescription) and a dental plan (New Jersey Dental Service Plan/Delta Plan) for each employee, spouse and the employee's unmarried eligible dependents.

2. Each Association member shall receive the right to prepay his/her own premiums on all insurance to which he/she is entitled prior to, or during any officially approved leave of absence.

D. Disability

The Board will provide accident and/or sickness disability insurance without cost to the Association member. The New Jersey Council School Administrators (NJCSA) Sick Leave Coordinated Plan II, underwritten by Washington National Insurance Company will be the approved plan for the duration of this Agreement.

E. Wellness Program

A Wellness Program will be developed and maintained by the College for the physical health of all employees. It is understood that the Wellness Program will be available at no cost to Association members.

F. Human Resource Development

Camden County College is committed to fostering an environment that enables individuals to seek opportunities for professional growth and enrichment. The College will help employees to develop their potential and improve their ability to meet job responsibilities by providing opportunities and encouraging participation in educational training and development programs.

ARTICLE 5

GRIEVANCE PROCEDURE

A grievance is a claim or complaint by an Association member, group of Association members, or the Association hereinafter referred to as "Grievant", based upon an event which affects a condition of employment, discipline, or discharge, and/or alleged violation, misrepresentation or misapplication of any provision of

this Agreement or any existing rule, order or regulation of the Board of Trustees. In the event that an Association member or a group of Association members, or the Association believe they have a basis for a grievance he/she or they shall:

1. First, informally discuss the grievance with the appropriate Dean or immediate supervisor.

2. If as a result of the informal discussion with the Dean, a grievance still exists, the Grievant may invoke the formal grievance procedure on the proper form, signed by the Grievant and the Association. This grievance, in writing, shall be presented to the Dean of Personnel and Labor Relations. The Dean of Personnel and Labor Relations shall within seven (7) working days after receipt of the grievance meet with the grievant and the authorized Association representative in an effort to adjust the matter to the satisfaction of all concerned.

The Dean of Personnel and Labor Relations shall make a decision and communicate it in writing to the grievant and the authorized Association representative within seven (7) working days after said meeting.

3. Step Two - The decision of the Dean of Personnel and Labor Relations may be appealed in writing to the President of the College within seven (7) working days after its receipt by the grievant and the authorized Association representative. The President of the College shall within (7) working days after the receipt of the appeal meet with the grievant and the authorized Association representative in an effort to adjust the matter to the satisfaction of all concerned. The President of the College shall within seven (7) working days of said meeting make a decision and communicate it in writing to the grievant and the authorized Association representative.

4. Step Three - Within fifteen (15) working days after receipt of the decision of the President of the College, an appeal may be made by the grievant and the authorized Association representative to the American Arbitration Association for arbitration under its rules. The Board and the Association shall not be

permitted to assert in such arbitration proceeding any ground or to rely on evidence not previously disclosed to the other party. The arbitration shall have no power to alter, add to or subtract from or modify this Agreement. Both parties agree to be bound by the award of the arbitrator and the decision of the arbitrator shall be final and binding on both parties.

The arbitrator's fees and those of the American Arbitration Association shall be shared equally by the Association and the Board but each shall bear its own cost of presenting its case to the arbitrator.

5. A grievance must be filed within thirty (30) working days from the date on which the act which is the subject matter of the grievance occurred or thirty (30) working days from the date on which grievant should reasonably have known of its occurrence.

6. No reprisals of any kind shall be taken by the Board or the Association against any individual for participating in any grievance.

7. The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process.

8. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of participants.

9. It is agreed that the aggrieved party and the Association shall be furnished with all information in the possession of the Board of Trustees for the processing of any grievance.

10. If a grievant has a grievance which he/she wishes to discuss with the appropriate Dean, he/she is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and an opportunity for an Association representative to be present,

nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement. In the administration of the grievance procedure, the interest of the Camden County College Association of Administrative Personnel shall be the sole responsibility of the Association.

11. A grievance maybe withdrawn at any level. However, if in the judgment of the Grievance Committee, the grievance affects the welfare of the Camden County College Association of Administrative Personnel, the grievance may be continued to be processed as a grievance of the Association.

## ARTICLE 6

### CONTRACTS AND DISMISSALS

#### A. Contracts

Annual contracts stipulating professional title, salary and placement on salary schedule shall be issued by March 15th.

During the first five (5) years of professional employment, an employee shall receive the following notices of non-reappointment:

1st year	60 calendar days
2nd year	90 calendar days
3rd year	120 calendar days
4th year	150 calendar days
5th year	180 calendar days

After five (5) years of employment, the employee is entitled to a full year's notice of non-reappointment. After ten (10) years, he is entitled to fifteen (15) months' notice, and after fifteen (15) years, he is entitled to eighteen (18) months' notice.

#### B. Discharge Procedure

The cause of discharge of an Association member by the Board of Trustees shall be for the following reasons: inefficiency, incapacity, conduct unbecoming to an administrator or other just cause.

C. New Employees

New employees will be hired for a probationary period of one-hundred and twenty (120) calendar days.

ARTICLE 7

PROFESSIONAL COMPENSATION

A. Salary Payment

The salary of each Association member shall be paid in twenty-six (26) equal payments.

B. Summer and Evening Session Salaries

The payment for teaching in the summer and during the evening session shall be made at the rate that the faculty receives per credit hour.

C. Overload and Part-Time Compensation

Payment for counseling overload shall be made at the same rate that the faculty receives.

ARTICLE 8

EVALUATIONS

A. Evaluation is a continuous process that goes on throughout the year; however, an Association Member must be apprised periodically of his/her performance and given an opportunity to respond to his/her evaluators. Each year, the immediate supervisor shall prepare a formal evaluation prior to recommending reappointment or non-reappointment. The supervisor shall consider all available information.

B. This formal evaluation process shall be designed to improve performance and shall be based on the assigned responsibilities, duties and the job description. Specific suggestions and examples as to how to improve must be given verbally and/or in writing.

C. Information to be considered shall include:

1. Self-evaluation report: Based on the job description, assigned duties, responsibilities and goals for the year, each Association Member will provide a narrative description of his/her performance for the year since the last report was written.
2. Work or reports produced by the Association member.
3. Other materials in the employee's personnel file relating to the employee's job performance.

D. The written formal evaluation shall be reviewed with the Association Member in conference. If so desired, a written response to the evaluation by the individual may be attached to the original evaluation.

E. Forms to be used as part of the evaluation process shall be developed by the College in consultation with the Association of Administrative Personnel.

F. All written evaluation materials and attachments shall be placed in the individual's personnel file.

G. An employee who has received two or more satisfactory evaluations and then receives an unsatisfactory evaluation shall be re-evaluated within ninety (90) days.

## ARTICLE 9

### PERSONNEL FILES

Deans and/or Supervisors shall be encouraged to place in the personnel file of each Association member information of a positive nature indicating special competencies, achievements, performances, or contributions of academic, professional or civic nature. Any such materials received from outside, competent, responsible sources shall also be included in the file.

Those who supervise the work of Association members shall be encouraged to place in the personnel file of each Association member information of a positive nature indicating special competencies, achievements, performances, or contributions of an academic, professional, or civic nature.



One personnel file for each Association member shall be maintained in the office of the Dean of Personnel and Labor Relations. An Association member may inspect his/her file upon request.

No material derogatory to an Association member's conduct, service, character, or personality shall be placed in the personnel file of the Association member unless that Association member has had an opportunity to read such material. The Association member shall acknowledge that he/she has read such material by affixing his/her signature to it. Be it understood that such signature merely signifies that he/she has read the material in question and that it indicates neither approval or rejection of its contents.

The Association member shall have the right to answer in writing any material in his/her personnel file, and his/her answer shall be attached to the file copy.

Anonymous material shall not be placed in an Association member's file.

No material provided by a student or students, except that generated by formal evaluation, shall be placed in an Association member's file.

No item may be removed from an Association member's file without his/her prior knowledge.

No other Association member will be able to examine another Association member's file unless prior written permission has been granted by the Association member.

An Association member shall have the right to be furnished with copies of any material in his/her file.

A duly appointed representative of NJEA may, at the Association member's request, accompany said person when he/she reviews his/her file.

The Board agrees to protect the confidentiality of the Personnel files, personal references, academic credentials, and other similar documents. It shall not establish any separate personnel file which is not available for the Association

member's inspection except for pre-employment interviews and references which shall not be part of the Association member's regular personnel file but shall be kept in a separate locked file.

## ARTICLE 10

### PROMOTION

A. Criteria for promotion from one level to another shall include, but not be limited to:

1. Educational background and credentials
2. Evaluations
3. Length of service to the College
4. Quality, quantity, and safety performance
5. Attendance, punctuality

B. Procedure:

Following the annual review process, the immediate supervisor may, if he/she believes such action is warranted, recommend the Association member for promotion. Also, the Association member may request that he/she be considered for a promotion. Such recommendation, including supporting materials, shall be made to the appropriate Dean. Following review, and if in agreement, the Dean shall so recommend and forward the materials to the President. The President shall evaluate all promotional requests and make his recommendation to the Board of Trustees. The Board's decision shall be final.

C. A salary increase will be granted upon promotion in an amount not less than the negotiated salary increase for that year.

ARTICLE 11

MISCELLANEOUS

A. Copies of this Agreement shall be reproduced by the Board and distributed to all Association members now employed or hereafter employed by the Board for the Duration of this Agreement.

B. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or application shall continue in full force and effect.

C. Except as this Agreement shall herein after provide, all terms and conditions of employment applicable on the effective date of this Agreement as established and in force on said date shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted or applied so as to eliminate, reduce or otherwise detract from any benefits existing prior to the effective date of this Agreement.

D. This Agreement shall be subject to ratification by the members of the Association and by the members of the Board of Trustees.

ARTICLE 12  
COMPENSATION

ADMINISTRATIVE ASSOCIATION CONTRACT  
JULY 1, 1988 TO JUNE 30, 1991

A. CRITERIA FOR PLACEMENT  
ON SALARY SCHEDULE

The below format adopted by the Administrative Association reflects a division of salaries among the respective bargaining unit members in accordance with the specific job responsibilities, as well as the academic credentials earned to date. Five distinct levels of the salary range proposed for each position are based upon the following criteria:

LEVEL ONE            Per the minimum qualifications stipulated in the job description for every position, an administrative unit member in the Level One category will either have an Associate's Degree, the equivalent of an Associate's Degree in related work experience, or a Bachelor's Degree.

The salary ranges established for Level One positions will represent the minimum base salary for new employees hired during the term of the 1988-91 collective bargaining agreement.

LEVEL TWO            -    A bargaining unit member who has earned twenty-one (21) job-related credits beyond the minimum qualifications stipulated for the Level One salary range, will be entitled to placement at Level Two of the salary schedule.

LEVEL THREE        -    A bargaining unit member who has earned a job-related advanced degree will be entitled to placement at Level Three of the salary schedule.

LEVEL FOUR        -    A bargaining unit member who has earned twenty-one (21) job-related credits beyond the Level Three requirement will be entitled to placement at Level Four of the salary schedule.

LEVEL FIVE        -    A bargaining unit member who has earned a job-related terminal degree will be entitled to placement at Level Five of the salary schedule.

B. Salary adjustment per unit member for each year of the Agreement shall be adjusted by 3.50% and \$888. in 1988-89, 3.50% plus \$950. in 1989-90, and 3.50% plus \$1,015. in 1990-91. Individuals who have a salary in excess of the maximum for their position will receive 40% of the negotiated Agreement, not added to their base salary, as a lump sum payment on July 1st each year of the Agreement.

C. Consideration for a merit bonus will be given for exceptional performance. Seniority or satisfactory performance will not constitute grounds for or justify a merit increase.

An employee having exhibited special merit and/or ability may receive consideration for a bonus in the amount of 3% of his/her salary. The merit increase will not be added to the base salary.

It will be the exclusive prerogative of the President to determine if the recommendation for a merit bonus is to be presented to the Board of Trustees for approval. The decision of the Board will be final.

### ARTICLE 13

#### DURATION OF AGREEMENT

This agreement including its appendix shall be effective as of July 1, 1988, and shall continue in effect until June 30, 1991. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

Camden County College  
Salary Schedule Proposal  
1988-89

III. STUDENT DEVELOPMENT	Level One	Level Two (+\$600)	Level Three (+\$900)	Level Four (+\$1200)	Level Five (+\$1500)
Coordinator/Director	27,685	28,285	28,585	28,885	29,185
Assistant Director	21,530	22,130	22,430	22,730	23,030
Registrar	27,685	28,285	28,585	28,885	29,185
Assistant Registrar	21,530	22,130	22,430	22,730	23,030
Counselor	23,130	23,730	24,030	24,330	24,630
Consultant - Student Activities	25,000	25,600	25,900	26,200	26,500
Advisor - Student Activities	17,000	17,600	17,900	18,200	18,500
College Skills Academy Instructor	19,750	20,350	20,650	20,950	21,250
College Skills Academy Counselor	19,500	20,100	20,400	20,700	21,000
Nurse	20,500	21,100	21,400	21,700	22,000
Admin. Assistant - Admissions	18,000	18,600	18,900	19,200	19,500
IV. TECHNICAL SUPPORT					
Allied Health	16,950	17,550	17,850	18,150	18,450
Animal Science	16,950	17,550	17,850	18,150	18,450
Art	16,950	17,550	17,850	18,150	18,450
Biology	16,950	17,550	17,850	18,150	18,450
Chemistry	16,950	17,550	17,850	18,150	18,450
Physics	16,950	17,550	17,850	18,150	18,450
Technical Asst. - CIM/Physics	16,950	17,550	17,850	18,150	18,450
Computer Applications Training	16,950	17,550	17,850	18,150	18,450
Computer Graphics	16,950	17,550	17,850	18,150	18,450
Computer Studies	16,950	17,550	17,850	18,150	18,450
Dental X-Ray	16,950	17,550	17,850	18,150	18,450
Laser Technology	16,950	17,550	17,850	18,150	18,450
Media Technology	16,950	17,550	17,850	18,150	18,450
Ophthalmic Science	16,950	17,550	17,850	18,150	18,450
Audio/Visual Aid	16,950	17,550	17,850	18,150	18,450
Mechanical/Automotive	16,950	17,550	17,850	18,150	18,450
Athletic Department	16,950	17,550	17,850	18,150	18,450
Physical Education Facilities	16,950	17,550	17,850	18,150	18,450

For any hours above thirty-five (35) per week, those unit members described as Technicians shall receive either payment on, or compensatory time on, a hour-for-hour basis. Such payment will be in time or money as mutually agreed upon by the employee and the supervisor.

Camden County College  
Salary Schedule Proposal  
1988-89

I. ACADEMIC SUPPORT	Level One	Level Two (+ \$600)	Level Three (+ \$900)	Level Four (+\$1200)	Level Five (+\$1500)
Coordinator-Basic Math Skills	21,500	35,475	22,400	37,455	23,000
Learning Center ABE/GED Specialist	18,000	29,700	18,900	31,680	19,500
Reading Tutor	18,000	29,700	18,900	31,680	19,500
Writing Tutor	18,000	29,700	18,900	31,680	19,500
Testing and Tutoring Specialist	18,000	29,700	18,900	31,680	19,500
Coordinator, Dental Assisting	17,750	29,288	18,350	30,278	19,250
Asst. Coordinator, Dental Assisting	17,000	28,050	17,600	29,040	18,500
Admin. Asst. - Allied Health	18,000	29,700	18,900	31,680	19,500
Admin. Asst. - Arts/Humanities	18,000	29,700	18,900	31,680	19,500
Admin. Asst. - Liberal Studies	18,000	29,700	18,900	31,680	19,500
Director - Computer Studies	29,025	47,891	29,925	49,376	30,525
Director of IRC	27,685	45,680	28,585	47,165	29,185
Assistant Librarian	25,000	41,250	25,900	42,735	26,500
Periodicals Librarian	23,135	38,173	24,035	39,658	24,635
Reference Librarian	23,135	38,173	24,035	39,658	24,635
Director, Audio/Visual Aids	22,000	36,300	22,900	37,785	23,500
Director, Clinical Lab. Sciences	22,500	37,125	23,400	38,610	24,000
Coordinator, Automotive Technology	25,000	41,250	25,900	42,735	26,500
Automotive Technology Instructor	19,400	32,010	20,300	33,495	20,900

II. ADMINISTRATIVE SERVICES

Director, Data Processing	24,970	41,201	25,870	42,686	26,470
Senior Programmer	19,750	32,588	20,350	33,578	21,250
Programmer	17,000	28,050	17,600	29,040	18,500
Operator/Scheduler	17,000	28,050	17,600	29,040	18,500
Director, Camden Extension Center	27,685	45,680	28,585	47,165	29,185
Admin. Asst. - Camden Extension	17,000	28,050	17,600	29,040	18,500
Evening/Weekend Administrator	25,875	42,694	26,475	43,684	27,375
Admin. Asst. Evening/Weekend	18,000	29,700	18,900	31,680	19,500
Business Office Assistant	19,750	32,588	20,350	33,578	21,250
Purchasing Agent	24,425	40,301	25,025	41,291	25,925
Admin. Asst. - Bookstore	18,000	29,700	18,900	31,680	19,500
Director, Training and Development	20,450	33,743	21,050	34,733	21,950

	Level One	Level Two (+ \$600)	Level Three (+ \$900)	Level Four (+\$1200)	Level Five (+\$1500)
<b>I. ACADEMIC SUPPORT</b>					
Coordinator-Basic Math Skills	22,000	22,600	22,900	23,200	23,500
Learning Center ABE/GED Specialist	18,500	19,100	19,400	19,700	20,000
Reading Tutor	18,500	19,100	19,400	19,700	20,000
Writing Tutor	18,500	19,100	19,400	19,700	20,000
Testing and Tutoring Specialist	18,500	19,100	19,400	19,700	20,000
Coordinator, Dental Assisting	18,250	18,850	19,150	19,450	19,750
Asst. Coordinator, Dental Assisting	17,500	18,100	18,400	18,700	19,000
Admin. Asst. - Allied Health	18,500	19,100	19,400	19,700	20,000
Admin. Asst. - Arts/Humanities	18,500	19,100	19,400	19,700	20,000
Admin. Asst. - Liberal Studies	18,500	19,100	19,400	19,700	20,000
Director - Computer Studies	29,525	30,125	30,425	30,725	31,025
Director of IRC	28,185	28,785	29,085	29,385	29,685
Assistant Librarian	25,500	26,100	26,400	26,700	27,000
Periodicals Librarian	23,635	24,235	24,535	24,835	25,135
Reference Librarian	23,635	24,235	24,535	24,835	25,135
Director, Audio/Visual Aids	22,500	23,100	23,400	23,700	24,000
Director, Clinical Lab. Sciences	23,000	23,600	23,900	24,200	24,500
Coordinator, Automotive Technology	25,500	26,100	26,400	26,700	27,000
Automotive Technology Instructor	19,900	20,500	20,800	21,100	21,400
<b>II. ADMINISTRATIVE SERVICES</b>					
Director, Data Processing	25,470	26,070	26,370	26,670	26,970
Senior Programmer	20,250	20,850	21,150	21,450	21,750
Programmer	17,500	18,100	18,400	18,700	19,000
Operator/Scheduler	17,500	18,100	18,400	18,700	19,000
Director, Camden Extension Center	28,185	28,785	29,085	29,385	29,685
Admin. Asst. - Camden Extension	17,500	18,100	18,400	18,700	19,000
Evening/Weekend Administrator	26,375	26,975	27,275	27,575	27,875
Admin. Asst. Evening/Weekend	18,500	19,100	19,400	19,700	20,000
Business Office Assistant	20,250	20,850	21,150	21,450	21,750
Purchasing Agent	24,925	25,525	25,825	26,125	26,425
Admin. Asst. - Bookstore	18,500	19,100	19,400	19,700	20,000
Director, Training and Development	20,950	21,550	21,850	22,150	22,450



Camden County College  
Salary Schedule Proposal  
1989-90

III. STUDENT DEVELOPMENT	Level One	Level Two (+\$600)	Level Three (+\$900)	Level Four (+\$1200)	Level Five (+\$1500)
Coordinator/Director	28,185	28,785	29,085	29,385	29,685
Assistant Director	22,030	22,630	22,930	23,230	23,530
Registrar	28,185	28,785	29,085	29,385	29,685
Assistant Registrar	22,030	22,630	22,930	23,230	23,530
Counselor	23,630	24,230	24,530	24,830	25,130
Consultant - Student Activities	25,500	26,100	26,400	26,700	27,000
Advisor - Student Activities	17,500	18,100	18,400	18,700	19,000
College Skills Academy Instructor	20,250	20,850	21,150	21,450	21,750
College Skills Academy Counselor	20,000	20,600	20,900	21,200	21,500
Nurse	21,000	21,600	21,900	22,200	22,500
Admin. Assistant - Admissions	18,500	19,100	19,400	19,700	20,000

IV. TECHNICAL SUPPORT	Level One	Level Two (+\$600)	Level Three (+\$900)	Level Four (+\$1200)	Level Five (+\$1500)
Allied Health	17,450	18,050	18,350	18,650	18,950
Animal Science	17,450	18,050	18,350	18,650	18,950
Art	17,450	18,050	18,350	18,650	18,950
Biology	17,450	18,050	18,350	18,650	18,950
Chemistry	17,450	18,050	18,350	18,650	18,950
Physics	17,450	18,050	18,350	18,650	18,950
Technical Asst. - CUM/Physics	17,450	18,050	18,350	18,650	18,950
Computer Applications Training	17,450	18,050	18,350	18,650	18,950
Computer Graphics	17,450	18,050	18,350	18,650	18,950
Computer Studies	17,450	18,050	18,350	18,650	18,950
Dental X-Ray	17,450	18,050	18,350	18,650	18,950
Laser Technology	17,450	18,050	18,350	18,650	18,950
Media Technology	17,450	18,050	18,350	18,650	18,950
Ophthalmic Science	17,450	18,050	18,350	18,650	18,950
Audio/Visual Aid	17,450	18,050	18,350	18,650	18,950
Mechanical/Automotive	17,450	18,050	18,350	18,650	18,950
Athletic Department	17,450	18,050	18,350	18,650	18,950
Physical Education Facilities	17,450	18,050	18,350	18,650	18,950

For any hours above thirty-five (35) per week, those unit members described as Technicians shall receive either payment on, or compensatory time on, a hour-for-hour basis. Such payment will be in time or money as mutually agreed upon by the employee and the supervisor.

**I. ACADEMIC SUPPORT**

	Level One	Level Two (+ \$600)	Level Three (+ \$900)	Level Four (+\$1200)	Level Five (+\$1500)
Coordinator-Basic Math Skills	22,750	23,350	23,650	23,950	24,250
Learning Center ABE/GED Specialist	19,250	19,850	20,150	20,450	20,750
Reading Tutor	19,250	19,850	20,150	20,450	20,750
Writing Tutor	19,250	19,850	20,150	20,450	20,750
Testing and Tutoring Specialist	19,250	19,850	20,150	20,450	20,750
Coordinator, Dental Assisting	19,000	19,600	19,900	20,200	20,500
Asst. Coordinator, Dental Assisting	18,250	18,850	19,150	19,450	19,750
Admin. Asst. - Allied Health	19,250	19,850	20,150	20,450	20,750
Admin. Asst. - Arts/Humanities	19,250	19,850	20,150	20,450	20,750
Admin. Asst. - Liberal Studies	19,250	19,850	20,150	20,450	20,750
Director - Computer Studies	30,275	30,875	31,175	31,475	31,775
Director of IRC	28,935	29,535	29,835	30,135	30,435
Assistant Librarian	26,250	26,850	27,150	27,450	27,750
Periodicals Librarian	24,385	24,985	25,285	25,585	25,885
Reference Librarian	24,385	24,985	25,285	25,585	25,885
Director, Audio/Visual Aids	23,250	23,850	24,150	24,450	24,750
Director, Clinical Lab. Sciences	23,750	24,350	24,650	24,950	25,250
Coordinator, Automotive Technology	26,250	26,850	27,150	27,450	27,750
Automotive Technology Instructor	20,650	21,250	21,550	21,850	22,150

**II. ADMINISTRATIVE SERVICES**

Director, Data Processing	26,220	26,820	27,120	27,420	27,720
Senior Programmer	21,000	21,600	21,900	22,200	22,500
Programmer	18,250	18,850	19,150	19,450	19,750
Operator/Scheduler	18,250	18,850	19,150	19,450	19,750
Director, Camden Extension Center	28,935	29,535	29,835	30,135	30,435
Admin. Asst. - Camden Extension	18,250	18,850	19,150	19,450	19,750
Evening/Weekend Administrator	27,125	27,725	28,025	28,325	28,625
Admin. Asst. Evening/Weekend	19,250	19,850	20,150	20,450	20,750
Business Office Assistant	21,000	21,600	21,900	22,200	22,500
Purchasing Agent	25,675	26,275	26,575	26,875	27,175
Admin. Asst. - Bookstore	19,250	19,850	20,150	20,450	20,750
Director, Training and Development	21,700	22,300	22,600	22,900	23,200
Director, Data Processing	43,263	44,253	44,748	45,243	45,738
Senior Programmer	34,650	35,640	36,135	36,630	37,125
Programmer	30,113	31,103	31,598	32,093	32,588
Operator/Scheduler	30,113	31,103	31,598	32,093	32,588
Director, Camden Extension Center	47,743	48,733	49,228	49,723	50,218
Admin. Asst. - Camden Extension	30,113	31,103	31,598	32,093	32,588
Evening/Weekend Administrator	44,756	45,746	46,241	46,736	47,231
Admin. Asst. Evening/Weekend	31,763	32,753	33,248	33,743	34,238
Business Office Assistant	34,650	35,640	36,135	36,630	37,125
Purchasing Agent	42,364	43,354	43,849	44,344	44,839
Admin. Asst. - Bookstore	31,763	32,753	33,248	33,743	34,238
Director, Training and Development	35,805	36,795	37,290	37,785	38,280

Camden County College  
Salary Schedule Proposal  
1990-91

III. STUDENT DEVELOPMENT	Level One	Level Two (+\$600)	Level Three (+\$900)	Level Four (+\$1200)	Level Five (+\$1500)					
Coordinator/Director	28,935	47,743	29,535	48,733	29,835	49,228	30,135	49,723	30,435	50,218
Assistant Director	22,780	37,587	23,380	38,577	23,680	39,072	23,980	39,567	24,280	40,062
Registrar	28,935	47,743	29,535	48,733	29,835	49,228	30,135	49,723	30,435	50,218
Assistant Registrar	22,780	37,587	23,380	38,577	23,680	39,072	23,980	39,567	24,280	40,062
Counselor	24,380	40,227	24,980	41,217	25,280	41,712	25,580	42,207	25,880	42,702
Consultant - Student Activities	26,250	43,313	26,850	44,303	27,150	44,798	27,450	45,293	27,750	45,788
Advisor - Student Activities	18,250	30,113	18,850	31,103	19,150	31,598	19,450	32,093	19,750	32,588
College Skills Academy Instructor	21,000	34,650	21,600	35,640	21,900	36,135	22,200	36,630	22,500	37,125
College Skills Academy Counselor	20,750	34,238	21,350	35,228	21,650	35,723	21,950	36,218	22,250	36,713
Nurse	21,750	35,888	22,350	36,878	22,650	37,373	22,950	37,868	23,250	38,363
Admin. Assistant - Admissions	19,250	31,763	19,850	32,753	20,150	33,248	20,450	33,743	20,750	34,238
IV. TECHNICAL SUPPORT										
Allied Health	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Animal Science	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Art	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Biology	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Chemistry	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Physics	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Technical Asst. - CIM/Physics	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Computer Applications Training	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Computer Graphics	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Computer Studies	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Dental X-Ray	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Laser Technology	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Media Technology	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Ophthalmic Science	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Audio/Visual Aid	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Mechanical/Automotive	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Athletic Department	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505
Physical Education Facilities	18,200	30,030	18,800	31,020	19,100	31,515	19,400	32,010	19,700	32,505

For any hours above thirty-five (35) per week, those unit members described as Technicians shall receive either payment on, or compensatory time on, a hour-for-hour basis. Such payment will be in time or money as mutually agreed upon by the employee and the supervisor.

APPENDIX I

GRIEVANCE PROCEDURE FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

NATURE OF GRIEVANCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE RECEIVED BY ASSOCIATION: \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FINAL DISPOSITION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Signature of Association

(All forms are to be completed so that copies are available to all parties concerned at each step of the procedure)

CAMDEN COUNTY COLLEGE  
BOARD OF TRUSTEES

CAMDEN COUNTY COLLEGE  
ASSOCIATION OF  
ADMINISTRATIVE PERSONNEL

BY: Gabriel E. Danch  
Gabriel E. Danch, Chairman

BY: Robert King  
Robert King, President

BY: Gerald Pliner  
Gerald Pliner, Vice Chairman

BY: Miriam Mlynarski  
Miriam Mlynarski

BY: Harry Benn  
Harry Benn, Secretary

BY: Sharon Kohl  
Sharon Kohl

BY: Dr. Joan G. Krivy  
Dr. Joan G. Krivy, Treasurer

BY: Bernard Carlson  
Bernard Carlson

BY: Edward Morales  
Edward Morales

COLLEGE NEGOTIATING TEAM

BY: W. J. Wilhelm  
W. J. Wilhelm, Dean of Personnel  
and Labor Relations

BY: Frank Hoffman  
Frank Hoffman

BY: Jacquelyn McLaughlin  
Dr. Jacquelyn McLaughlin, Dean  
of Student Development

BY: Robert E. Smith  
Robert E. Smith, Dean  
of Administration

DATE SIGNED

DATE SIGNED

