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# Agreement 1992 - 1995

*between*  
THE BOARD OF TRUSTEES  
*of*  
GLOUCESTER COUNTY COLLEGE  
*and*  
THE GLOUCESTER COUNTY COLLEGE  
FEDERATION OF TEACHERS  
WHICH IS AFFILIATED WITH  
AFT, AFL-CIO



Gloucester  
County College

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1 which case, such service shall be covered by the contract) and  
2 such professional personnel who are or become responsible for  
3 supervisory or evaluative duties with respect to other  
4 professional personnel. The term "unit member" when used here  
5 and after in this Agreement, shall refer to all members of the  
6 designated bargaining unit and reference shall include both  
7 male and female members. To the extent required by statutes,  
8 there shall be no discrimination by either the Board the  
9 Federation based on age, sex, race, color, creed, religion,  
10 handicaps, national origin, or political affiliation.

11 1.2 Contrary to Law

12 If any provision of this agreement or any application of the  
13 agreement to any unit member or group of unit members shall be  
14 found contrary to law, then such provision or application  
15 shall be void, but all other provisions or applications of  
16 this agreement shall continue in full force and effect.

17 1.3 Amendment

18 Should the parties agree to an amendment of this agreement  
19 such amendment shall be reduced to writing, submitted to  
20 ratification procedures of the Board and the Federation, and  
21 if ratified by both parties, become part of the agreement.

22 1.4 Released Time for Negotiations

23 When mutually determined negotiating meetings are planned  
24 during instructional hours, not more than four members of the  
25 Federation Negotiations Team may be granted released time.  
26

1     1.5   Budget Information

2           In order for the Federation to represent unit members, the  
3           Board will make available to the Federation upon written  
4           request:

5           (a)   The number of unit members within each salary schedule  
6                 classification and their appropriate salaries; and

7           (b)   Other reports within the public domain.

8  
9     1.6   Selection of Negotiators

10           Neither party in any negotiations shall have any control over  
11           the selection of the negotiating representatives of the other  
12           party. Negotiating teams at any one bargaining session are  
13           not to exceed four members. The parties mutually pledge that  
14           their representatives shall be clothed with all necessary  
15           power and authority to make and consider proposals and make  
16           counter proposals. Either party may bring in not more than  
17           two consultants for a particular item of discussion.

18  
19    1.7   Copies of Agreement

20           Copies of this agreement shall be reproduced by the Board and  
21           distributed to all unit members now employed or hereafter  
22           employed, upon notice of appointment for the duration of this  
23           agreement. The Board will supply twenty-five copies to the  
24           Federation. Candidates for employment who have been offered  
25           a position by the Board will be furnished a copy of the  
26           Agreement between the College and the Gloucester County



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College Federation of Teachers along with their contract of  
employment.



1     2.4   Use of Facilities and Equipment

2           The Federation may use College facilities and equipment, such  
3           as typewriters, mimeographing machines, other duplicating  
4           equipment, calculating machines and AV equipment, at the  
5           convenience of the President of the College or his designees.  
6           No equipment shall be removed from the premises without  
7           written permission. Payment shall be made for any expendable  
8           supplies used for Federation purposes, and the Federation  
9           shall be liable for damage to any equipment used for said  
10          purposes. A request of the Federation shall be not  
11          unreasonably denied.

12    2.5   Posting of Federation Notices

13          The Federation shall be assigned a bulletin board for its sole  
14          use. The Federation shall be permitted to use College mail  
15          facilities for the distribution of communications within the  
16          College.

17    2.6   Continuing Consultation Clause

18          A committee of three administrators composed of the president  
19          of the College (or his designee) and two other college  
20          administrators appointed by the President of the College, and  
21          three representatives of the Federation composed of the  
22          President of the Federation (or his designee) and two other  
23          members of the Federation appointed by the President of the  
24          Federation will meet on four occasions per academic year,  
25          during October, December, February and April to discuss  
26          administration of this agreement and/or problems of mutual

1 concern. Initiation can be made by either party requesting a  
2 date(s) convenient to both parties and such letter of  
3 initiation shall suggest agenda items for discussion. The  
4 responding party may also suggest additional items for  
5 inclusion in the agenda and/or alternate dates.

6 2.7 Representation Fee for Non-members

7 (a) The Federation President shall submit to the college  
8 personnel office a list of names of employees covered by this  
9 contract who are not currently dues paying members. The  
10 college, in compliance with State law and this agreement, will  
11 deduct from such unit members' pay a representation fee equal  
12 to 85% of the amount set for Federation members. (This amount  
13 will be determined by the Federation Constitution, and is to  
14 be paid by payroll deduction.)

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

23 (c) The Federation agrees that it has established or will  
24 establish a procedure by which a non-member employee in the  
25 unit can challenge the representation fee in accordance with  
26 N.J.S.A.34: 13A-5.6. In the event that a challenge is filed,

1 the deductions of the representation fee shall be held in  
2 escrow by the Board pending a final resolution of the  
3 challenge.

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

10 2.8 Board's Authority

11 The Board hereby retains and reserves unto itself, without  
12 limitation, all powers, rights, authority, duties and  
13 responsibilities conferred upon and vested in it prior to the  
14 signing of this Agreement by the laws and the Constitution of  
15 the State of New Jersey and of the United States.

1  
2  
3 **ARTICLE III**

4 **Faculty Assignments and Responsibilities**

5 3.1 **Academic Calendar**

6 The President shall prepare a tentative academic calendar and  
7 submit a copy thereof to the Federation of Teachers at least  
8 four weeks prior to submission to the Board. Within two  
9 weeks, the Federation of Teachers shall submit in writing its  
10 comments and recommendations to the President. The President  
11 and the Board shall consider such comments and recommendations  
12 before the Board adopts the calendar. No changes (other than  
13 emergencies) shall be made in the current semester system  
14 without first consulting with the Federation.

15 3.2 **Working Hours**

16 (a) The basic load assignment of any teaching member shall  
17 span no more than eight and one-half (8 1/2) hours from  
18 the beginning of the first class to end of the last class  
19 in the same day, and no more than five consecutive days  
20 per week. Permission for exceptions to the above must be  
21 secured from the Federation President.

22 (b) The normal work week will be Monday through Friday,  
23 except when weekend assignments are necessary to complete  
24 the teaching member's basic load. In this case, the work  
25 load shall span no more than five consecutive days. Any  
26 extension of this time will be by mutual agreement of the

1 teaching member concerned and the college administration.  
2 Nothing herein precludes some teaching members being  
3 scheduled less than five days.

4 (c) An overload is not a part of the basic load.

5 (d) In the event that all campus-based classes are canceled  
6 for any emergency, no unit member who is scheduled for  
7 on-campus assignment is required to work for the duration  
8 of said cancellation. In addition, in the event that any  
9 off-campus facility to which an employee is assigned is  
10 declared officially closed for any emergency, no unit  
11 member who is assigned to such facility will be required  
12 to work for the duration of said cancellation.

### 13 3.3 Faculty Teaching Assignments

14 (a) The assigned base load shall be fifteen contact hours per  
15 semester where credit hours are equal to contact hours.

16 (b) The assigned base load shall be no more than eighteen  
17 contact hours per semester where credit hours are less  
18 than contact hours. (Physical Education is to be  
19 excepted from this provision.)

20 (c) A faculty member will be permitted to teach standard  
21 overload not to exceed eight (8) contact hours per  
22 semester. Any unit member assigned to teach courses in  
23 excess of base load may designate which of those courses  
24 will be treated as base load, so long as the courses for  
25 base load fall within the definition of Working Hours in  
26 Section 3.2. In no case will teaching faculty members be

1 assigned non-teaching responsibilities in base load  
2 without the consent of the individual faculty member.  
3 Where faculty members request the assignment of non-  
4 teaching responsibilities in lieu of base load, and the  
5 administration agrees, the Federation President will be  
6 notified and his concurrence obtained prior to the  
7 effective date of the assignment.

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(d) Any faculty member who teaches a part of his/her base load in Allied Health and Lab Oriented courses shall have a base load between fifteen and eighteen contact hours per semester per the following formula:

$$\frac{\text{Course Credit} \times \text{Contact}}{\text{Contact Differential}} = \text{Adjusted Base Load*}$$

|    |    |    |      |
|----|----|----|------|
| 8  | 15 | 0  | 15   |
| 9  | 14 | 1  | 15.2 |
| 10 | 13 | 2  | 15.4 |
| 11 | 12 | 3  | 15.6 |
| 12 | 11 | 4  | 15.8 |
| 13 | 10 | 5  | 16   |
| 14 | 9  | 6  | 16.2 |
| 15 | 8  | 7  | 16.4 |
| 16 | 7  | 8  | 16.6 |
| 17 | 6  | 9  | 16.8 |
| 18 | 5  | 10 | 17   |
| 19 | 4  | 11 | 17.2 |
| 20 | 3  | 12 | 17.4 |
| 21 | 2  | 13 | 17.6 |
| 22 | 1  | 14 | 17.8 |
| 23 | 0  | 15 | 18   |

\* Lecture courses within the basic load arrangement will be tallied first when computing the adjusted base load.

1 (e) A faculty member will be permitted to teach standard  
2 overload not to exceed eight (8) contact hours per  
3 semester excluding Academic Advisement, Program  
4 Coordinating and Coop/Independent Study. Overload  
5 assignments made prior to pre-registration shall be  
6 reviewed by Chairpersons. Overload assignments made  
7 after preregistration by the appropriate Chairperson  
8 shall be made on a fair and equitable basis. Full-time  
9 teaching faculty members shall be given first  
10 consideration to all "standard overloads." The usual  
11 maximum for summer session courses shall be the standard  
12 overload.

13 (f) The Federation President shall be given the opportunity  
14 to review and raise exceptions to the tentative faculty  
15 teaching assignment and overload lists prior to the  
16 beginning of each semester or session. It is expressly  
17 understood that final determination concerning teaching  
18 assignment and appointment to overload resides with the  
19 employer provided that the expressed provisions of the  
20 contract are not violated. When the masterschedule is  
21 published, a copy will be supplied to the Federation  
22 President.

23 (g) Acknowledging that innovation and change may require  
24 modification of work requirements, then in accordance  
25 with the provisions of Chapter 303, Public Law of New  
26 Jersey, 1968, and including Chapter 123, Public Law,

1 1974, State of New Jersey, the following procedure shall  
2 be used for determining the appropriate compensation for  
3 those faculty members represented by the Federation:

4 1. At least twenty (20) calendar days prior to the  
5 change, the Federation shall be notified in writing.  
6 Within ten (10) calendar days of the time of such notice  
7 the Federation President may request in writing a meeting  
8 with the College Representatives. This request shall be  
9 addressed to the President of the College.

10 2. Within five (5) calendar days of receipt of such a  
11 request a meeting will be scheduled at mutual convenience  
12 between a committee of three members of the Federation  
13 and three members for the College.

14 3. At this meeting which is to be in session for  
15 normally no more than two hours duration, negotiations  
16 will be concerned with appropriate compensation and work  
17 requirements. The Federation and College Representatives  
18 shall supply the other party with relevant data.

19 4. If mutual agreement is not reached at this  
20 negotiation session then the Federation shall submit a  
21 final offer in writing within five (5) calendar days to  
22 the President.

23 5. Rejection or acceptance of the Federation's final  
24 offer by the President shall be in writing within five  
25 (5) calendar days. Rejection shall mean that a member of  
26 the bargaining unit will not be required to work any

1 additional time.

2 6. Failure by the Federation to adhere to the time  
3 specifications in subparagraphs (1) and (4) shall mean  
4 waiver of further claim, and failure by the President (or  
5 his designee) to adhere to the time requirement in  
6 paragraph (5) shall mean acceptance of the Federation's  
7 final offer.

8 3.4 Student Ratio

9 The College shall continue to use educationally sound  
10 principles in determining the maximum number of students per  
11 course section.

12  
13 3.5 Librarians, Audio-Visual Personnel, Counselors and College  
14 Nurse Working Hours

15 The usual work week for librarians, audio-visual personnel,  
16 counselors, and College Nurse shall be 40 hours over a five  
17 consecutive day period, including a one hour lunch period  
18 daily.

19 3.6 Consultation Hours

20 (a) Each member of the teaching staff shall maintain at least  
21 five hours per week for consultation with students. Such  
22 hours shall be in addition to his/her scheduled classes.

23 (b) Students may make consultation appointments with the  
24 faculty member or his/her secretary.

25 (c) All office schedules for faculty members for consultation  
26 (including off-campus office hours) shall be subject to the

1 approval of the Vice President of Faculty. Office hours shall  
2 not be scheduled on a total of less than 3 days and no office  
3 hours shall be less than 15 minutes duration.

4  
5 3.7 Field Trips and Authorized Off-Campus Assignments

6 (a) A field trip shall be defined as any educational  
7 activity, approved by the President or his designee. Mileage  
8 reimbursement shall be "clocked" from approved point of origin  
9 to the approved point of conclusion. The College shall make  
10 every effort to supply transportation for all such field  
11 trips. If the College requests that the unit member use  
12 his/her own transportation and the unit member agrees, he or  
13 she shall be reimbursed at the rate of twenty-two cents per  
14 mile. The College shall provide liability insurance of at  
15 least \$300,000 whenever the unit member is required to drive  
16 on such College business.

17 (b) If a unit member is required or receives approval to make  
18 a trip on College business, he or she shall be reimbursed for  
19 the most convenient and economical mode of transportation or  
20 the above specified auto mileage reimbursement.

21 (c) Unit members will be compensated at twenty-two cents per  
22 mile for travel to and from off-campus assignments in excess  
23 of the mileage required for a round trip to the College from  
24 their homes.

25 3.8 Attendance at College Functions

26 Attendance by unit members at commencement is mandatory, and

1 attendance at a reasonable number of other college functions  
2 is encouraged. The College will furnish academic attire when  
3 needed, at no cost to the unit member.  
4

### 5 3.9 Textbooks and Other Teaching Materials

6 The appropriate administrator shall secure requests for  
7 textbooks and teaching materials from unit members and forward  
8 the recommendations to the President or his designated  
9 representative.  
10

### 11 3.10 Faculty Schedules

12 Master schedules and individual assignments shall reside with  
13 the Vice President of Faculty cooperating with the appropriate  
14 administrator. Announcement of a tentative master schedule  
15 will be made to the faculty prior to posting and the  
16 appropriate administrator shall provide to each unit member  
17 within his/her area a scheduling preference form. Conflicts  
18 in schedule preference will be resolved by the appropriate  
19 administrator in consultation with the affected unit  
20 member(s). If and when changes in the tentative master  
21 schedule are necessitated, the Federation President will be  
22 notified. It will be the responsibility of the Federation to  
23 notify each affected unit member of the pending change.  
24 Thereafter it will be the responsibility of the unit member to  
25 consult with the appropriate administrator as to the pending  
26 schedule changes.

1     3.11 Course Preparation

2           Teaching members will normally have no more than three  
3           different course preparations each semester, unless  
4           specifically requested by the member. Where the nature of  
5           course offerings and the number of available full-time  
6           teaching unit members within the Division prevents the  
7           accomplishment of these course preparation guidelines, courses  
8           shall be assigned so as to accomplish a minimum number of  
9           preparations per unit member.

10  
11     3.12 Academic Freedom

12           The Board and Federation subscribe to the following statement  
13           on academic freedom:

14           (a) Any unit member is entitled to full freedom in research  
15           and in the publication of the results, subject to the  
16           satisfactory performance of his or her employment duties.

17           (b) Any unit member is entitled to freedom of discussion in  
18           the performance of his or her faculty responsibilities and in  
19           the classroom, provided the discussion is relevant to the  
20           course.

21           (c) The unit member is a citizen, a member of a learned  
22           profession, and an employee of an educational institution.  
23           When he or she speaks or writes as a citizen, or exercises his  
24           or her legal or constitutional rights, he or she shall be free  
25           from institutional censorship or discipline. However, in his  
26           or her extramural utterances, he or she has an obligation not

1 to permit the implication that he or she is an institutional  
2 spokesperson.

3  
4 3.13 Faculty Handbook

5 The Faculty Handbook will not conflict with the terms and  
6 conditions specified in this Agreement and nothing herein  
7 precludes a faculty member from submitting suggestions.





1 their file and shall acknowledge by signature having seen  
2 such. Such acknowledgment shall not necessarily indicate  
3 agreement with the material. Unit members shall have the  
4 right to respond to any material placed in the file within  
5 thirty (30) school days after reviewing such material.  
6 Material not so treated shall be removed from the file at the  
7 unit member's request or it shall have no force and effect.

8 (f) Material not in the file may not be used against the unit  
9 member.

10 (g) Personnel files will continue to be available to the  
11 appropriate administrative personnel and board members when  
12 matters of promotion, retention and faculty performance are  
13 under discussion.

14 (h) If the College requires more than the initial copies of  
15 a unit member's transcript(s) or record(s), the request and  
16 cost shall be generated and paid by the College. The unit  
17 member concerned shall sign such authorization(s) as may be  
18 necessary.







1           2. The Board of Trustees upon recommendation of either the  
2           President or the Professional Standards Committee, may grant  
3           special recognition to any faculty member who has made  
4           distinguished contributions to the College. Because of these  
5           contributions, rank guidelines may be waived by the Board of  
6           Trustees.

7           3. Faculty members may be employed at salaries higher than  
8           the minimum salary for a rank if qualifications are unusual.  
9           Such appointments will be made by the Board of Trustees upon  
10          the recommendation of the President.

11          4. A candidate is not automatically entitled to placement in  
12          the top rank for which his/her academic and experience credits  
13          make him/her eligible. The President may recommend employment  
14          at any rank at or below the level of the noted qualifications.

15          5. Faculty will not be automatically moved into the next rank  
16          when the guidelines for that rank are satisfied. Movement  
17          from one rank to another is by promotion only. Not more than  
18          30% of the faculty may hold the rank of Professor, and not  
19          more than 60% may hold the ranks of Professor and Associate  
20          Professor.



1 defined in Article 14.1) shall be provided insurance coverage  
2 at the Board of Trustees expense as stated hereinafter. Such  
3 retirement benefit shall be operative with the effective date  
4 of reception of N.J. retirement pension benefits or TIAA/CREF  
5 using the same standards.

6 (a) July 1, 1987 - single coverage basic health  
7 insurance.

8 (b) July 1, 1987 - single coverage prescription  
9 insurance.

10 (c) July 1, 1988 - Single coverage dental insurance.

11 (d) July 1, 1990 - retiree and spousal coverage for  
12 basic health insurance, prescription and dental.





1     9.5   Requests for Deductions

2           Unit members may, by executing the proper form as provided by  
3           the Board, have automatic self payroll deductions for any of  
4           the following purposes:

- 5           (a)   Professional Dues
- 6           (b)   Government Bonds
- 7           (d)   Credit Union
- 8           (d)   TIAA and CREF Retirement Programs
- 9           (e)   Any Professional Insurance Programs
- 10          (f)   Such other as shall be mutually agreed upon by the  
11           Federation and the Board.



1     10.3 Personal Leave

2             Unit members may be granted three (3) days personal leave with  
3             pay for bona fide personal business which cannot be handled  
4             outside of regular working hours, such as:

5             (a) Real estate closing.

6             (b) Marriage of the unit member or a member of his/her  
7             immediate family.

8             (c) Graduation of a member of the immediate family.

9             (d) Required appearance in court wherein the employee is not  
10            party and suit with the College.

11            Request for such leave shall be in writing not less than five  
12            (5) days in advance, except in the case of an emergency. In a  
13            personal emergency situation the employee shall notify the  
14            Supervisor as soon as possible.

15            (e) In cases where there is a life threatening illness of a  
16            unit member's spouse or child a maximum of six (6) personal  
17            days may be utilized provided such illness is certified by an  
18            attending physician and further provided that the unit member  
19            has unused personal leave days from the prior three years.

20     10.4 Sabbatical Leaves

21            Sabbatical leaves shall be granted by the Board, subject to  
22            the following conditions:

23            (a) A faculty member will be eligible for sabbatical after  
24            completion of seven years continuous service at the College;  
25            or after seven years since his/her last sabbatical leave at  
26            the College.

1 (b) Such leave must be applied for during the first semester  
2 of the preceding year, with the specific study or research  
3 purpose clearly stated in the application.

4 (c) Application shall be submitted to the President.

5 (d) After careful consideration of all applications, the  
6 President shall make his recommendation to the Board. Final  
7 decision on granting sabbatical leaves shall rest with the  
8 Board.

9 (e) Sabbatical leave may be for one half year or one full  
10 year. This leave shall be creditable for college seniority.  
11 Sabbatical pay for the length of the contract is:

12 1/2 year 100%

13 1 year 60%

14 (f) Sabbatical leaves are not subject to the grievance  
15 procedure of this agreement.



1 11.5 Leave for Advanced Study

2 Leave for advanced study in the unit member's discipline shall  
3 be granted for one year. This leave shall be creditable for  
4 College seniority.

5 11.6 Leave for Fulbright or Exchange Teaching

6 Leave for one year will be granted to any unit member upon  
7 application for the purpose of participating in a Fulbright or  
8 other educational exchange program. This leave shall be  
9 creditable for College seniority.

10 11.7 Unpaid Leave Benefits

11 If legal and subject to the benefit plan, the Board shall  
12 permit unit members on unpaid leaves of absence to continue  
13 any and all benefits at their own expense.





1 year (July 1 to June 30).

2 (c) Nothing herein precludes approval by the President or his  
3 designee of beneficial undergraduate courses.

4  
5 12.4 Parking

6 A reserved parking area for unit members shall be provided.  
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8 12.5 Privileges During Leave

9 All faculty privileges in Article 12 are continued in force  
10 during periods of both approved paid and unpaid leaves.  
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1           within one week of said meeting.

2           (d) If the Grievant is not satisfied with the disposition of  
3           the grievance by the President of the College or his  
4           designee or if no disposition has been made within the  
5           time limits in paragraph (c), the grievance shall be  
6           transmitted to the Board of Trustees by the Grievant by  
7           filing a written copy thereof with the Secretary of said  
8           Board. The Board shall, within five calendar weeks of  
9           the date of filing, either allow the grievance or hold a  
10          hearing on the grievance. No later than one calendar  
11          week thereafter, the Board of Trustees shall indicate its  
12          disposition of the grievance, in writing, to the  
13          Federation. A grievance based on lack of contract offer  
14          by the Board of Trustees for non-tenured unit members  
15          shall be handled per Article V Section 5.3.

16          (e) If the Federation is not satisfied with the disposition  
17          of the grievance by the Board of Trustees, or if no  
18          disposition has been made within the period provided in  
19          paragraph (d), the grievance may be submitted to  
20          arbitration before an impartial arbitrator. If the  
21          parties cannot agree on an arbitrator, he shall be  
22          selected pursuant to the rules and procedure of the  
23          American Arbitration Association, whose rules shall  
24          likewise govern the arbitration proceeding. Neither the  
25          Board nor the Federation shall be permitted to assert in  
26          such arbitration proceeding any ground or to rely on any

1 evidence not previously disclosed to the other part. No  
2 more than one (1) substantive issue may be submitted to  
3 the arbitrator in a case unless otherwise agreed to in  
4 writing by both parties. The arbitrator shall submit a  
5 written decision within thirty (30) days of the hearing  
6 setting forth his findings of fact, reasoning and  
7 conclusions on the issue submitted. The arbitrator shall  
8 have no power to alter, add to or subtract from the terms  
9 of the Agreement. Both parties agree to be bound by the  
10 decision of the arbitrator.

11 (f) Subject to (g) infra, the fees and expenses of the  
12 arbitrator shall be shared equally by the parties.

13 (g) No reprisals of any kind shall be taken against any unit  
14 member for participating in any grievance. If any unit  
15 member for whom a grievance is filed, processed or  
16 sustained shall be found to have been unjustly  
17 discharged, he or she shall be restored to his or her  
18 former position with full reimbursement of all  
19 professional compensation lost, and in addition the Board  
20 shall pay the entire cost of fees and expenses of the  
21 arbitrator. However, if the discharge is found to have  
22 been justified, the Federation shall pay the entire cost  
23 of fees and expenses of the arbitration.

24 (h) The number of days indicated at each level are to be read  
25 as calendar days and should be considered as maximum and  
26 every effort should be made to expedite the process.

1           However, the time limits may be extended by mutual  
2           consent.

3           (i) All documents, communications and records dealing with  
4           grievances shall be filed separately from the personnel  
5           file of the participants.

6           (j) It is agreed that each party shall furnish the other with  
7           any information in its possession necessary for the  
8           processing of any grievance or complaint.

9           (k) If a unit member or a supervisor has a matter which he  
10          wishes to discuss with the other, he is free to do so  
11          without recourse to the grievance procedure.

12          (l) No grievance shall be adjusted without prior notification  
13          to the Federation and an opportunity for a Federation  
14          representative to be present, nor shall any adjustment of  
15          a grievance be inconsistent with the terms of this  
16          Agreement.

17          (m) A grievance may be withdrawn at any level.

1 15.2 Formal Grievance Procedure Form

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NAME \_\_\_\_\_

POSITION \_\_\_\_\_

DATE OF GRIEVANCE \_\_\_\_\_

DATE OF FILING \_\_\_\_\_

NATURE OF GRIEVANCE:

PREVIOUS ACTION, IF ANY, TAKEN BY GRIEVANT:

SIGNATURE \_\_\_\_\_



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DATE RECEIVED BY PRESIDENT \_\_\_\_\_

DATE OF MEETING WITH GRIEVANT \_\_\_\_\_

DISPOSITION:

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

DATE RECEIVED BY SECRETARY OF BOARD OF TRUSTEES \_\_\_\_\_

DATE GRIEVANCE ALLOWED \_\_\_\_\_

DATE OF HEARING \_\_\_\_\_

DISPOSITION:

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



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terminate, modify, amend or supplement this Agreement.

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by Kenneth D. Meyer  
Chairperson, Board of Trustees

by David R. Fosky  
President, Federation of Teachers

by Stephen D. Scott  
Secretary, Board of Trustees

by John Euzman  
Secretary, Federation of Teachers

by Thomas G. McMahon

by Barbara Kienstedt

by James D. Sloan

by Lawrence Foglio

5/6/92

Dated

1 SALARY SCHEDULE APPENDIX A

2 10 Month Employees

|    | <u>INSTRUCTOR II</u> | <u>INSTRUCTOR I</u> | <u>ASSISTANT</u> | <u>ASSOCIATE</u> | <u>PROFESSOR</u> |
|----|----------------------|---------------------|------------------|------------------|------------------|
| 3  |                      |                     |                  |                  |                  |
| 4  | <u>1992-93</u>       |                     |                  |                  |                  |
| 5  | Minimum              | \$28,073            | \$31,055         | \$33,453         | \$36,465         |
| 6  | Maximum              | \$47,320            | \$52,896         | \$57,111         | \$61,395         |
| 7  | <u>1993-94</u>       |                     |                  |                  |                  |
| 8  | Minimum              | \$28,915            | \$31,987         | \$34,457         | \$37,559         |
| 9  | Maximum              | \$50,159            | \$56,070         | \$60,538         | \$65,079         |
| 10 | <u>1994-95</u>       |                     |                  |                  |                  |
| 11 | Minimum              | \$29,927            | \$33,107         | \$35,663         | \$38,874         |
| 12 | Maximum              | \$53,670            | \$59,995         | \$64,776         | \$69,635         |
| 13 | Rank Increments      | \$447               | \$464            | \$576            | \$640            |

14 Overload Rate per Contact Hour:

15 for 92-93 \$578  
 16 for 93-94 \$613  
 17 for 94-95 \$656

18 Promotion Factor:

19 for 92-93 \$816  
 20 for 93-94 \$865  
 21 for 94-95 \$926

22 Plus the increment differential appropriate to new rank.  
 23  
 24

NOTES:

1. Faculty Program Coordinators

Annual compensation for Faculty Program Coordinators if the position continues is determined in the following manner:

|           |         |
|-----------|---------|
| For 92-93 | \$3,205 |
| 93-94     | \$3,397 |
| 94-95     | \$3,635 |

2. Coop Study/Telecourses/Independent Study

Compensation for Coop Study, Telecourse instruction and independent study is determined in the following manner:

|            | Number of Enrolled Students* | Base Rate |       |       | +Stipend per Student |       |       |
|------------|------------------------------|-----------|-------|-------|----------------------|-------|-------|
|            |                              | 92/93     | 93/94 | 94/95 | 92/93                | 93/94 | 94/95 |
| a. 1 - 15  | 292                          | 310       | 332   | 47    | 50                   | 54    |       |
| b. 16 - 30 | 511                          | 542       | 580   | 47    | 50                   | 54    |       |

\* Students registered for the course as of the 10th day of the semester/session.

3. Coordinator for Security Services

Annual compensation for service as Coordinator for Security Services if the position continues is determined in the following manner:

|                    |              |                                 |
|--------------------|--------------|---------------------------------|
| a. Fall Semester   | -            | 3 equalized contact hours (ECH) |
| b. Spring Semester | -            | 3 equalized contact hours (ECH) |
| c. Summer          | -            |                                 |
|                    | <u>92/93</u> | <u>93/94</u>                    |
|                    | \$1,689      | \$1,790                         |
|                    |              | <u>94/95</u>                    |
|                    |              | \$1,915                         |

HPER FACULTY COACHING COMPENSATION 1992-95

**APPENDIX C**

|    | <u>POSITION</u>           | <u>EQUALIZED CONTACT HOUR</u> |
|----|---------------------------|-------------------------------|
| 1  |                           |                               |
| 2  |                           |                               |
| 3  |                           |                               |
| 4  |                           |                               |
| 5  | <u>POSITION</u>           |                               |
| 6  | Baseball                  | 6                             |
| 7  | Assistant Baseball        | 2                             |
| 8  |                           |                               |
| 9  | Basketball (M)            | 6                             |
| 10 | Assistant Basketball (M)  | 2                             |
| 11 |                           |                               |
| 12 | Cross Country             | 3                             |
| 13 | Assistant Cross Country   | 1.5                           |
| 14 |                           |                               |
| 15 | Golf                      | 3                             |
| 16 |                           |                               |
| 17 | Soccer                    | 6                             |
| 18 | Assistant Soccer          | 2                             |
| 19 |                           |                               |
| 20 | Tennis (M)                | 3                             |
| 21 |                           |                               |
| 22 | Tennis (W)                | 3                             |
| 23 |                           |                               |
| 24 | Volleyball (W)            | 3                             |
| 25 |                           |                               |
| 26 | Wrestling                 | 6                             |
| 27 | Assistant Wrestling       | 2                             |
| 28 |                           |                               |
| 29 | Track (Outdoor)           | 6                             |
| 30 | Assistant Track (Outdoor) | 3                             |
| 31 |                           |                               |
| 32 | Track (Indoor)            | 3                             |
| 33 | Assistant Track (Indoor)  | 1.5                           |
| 34 |                           |                               |
| 35 | Basketball (W)            | 4                             |
| 36 | Assistant Basketball (W)  | 2                             |
| 37 |                           |                               |

- NOTE:
1. Recreation/Intramural sports activities shall be convertible to contact hours on the basis of two (2) clock hours for each equalized contact hour.
  2. Each HPER faculty member's contact hour is equal to fifty minutes.

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