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AGREEMENT

MAY 30 1985

RUTGERS UNIVERSITY

between

THE BOARD OF TRUSTEES
OF ATLANTIC COMMUNITY COLLEGE

Board of Trustees

and

SUPPORTIVE STAFF ASSOCIATION
OF ATLANTIC COMMUNITY COLLEGE



X July 1, 1984 - June 30, 1987

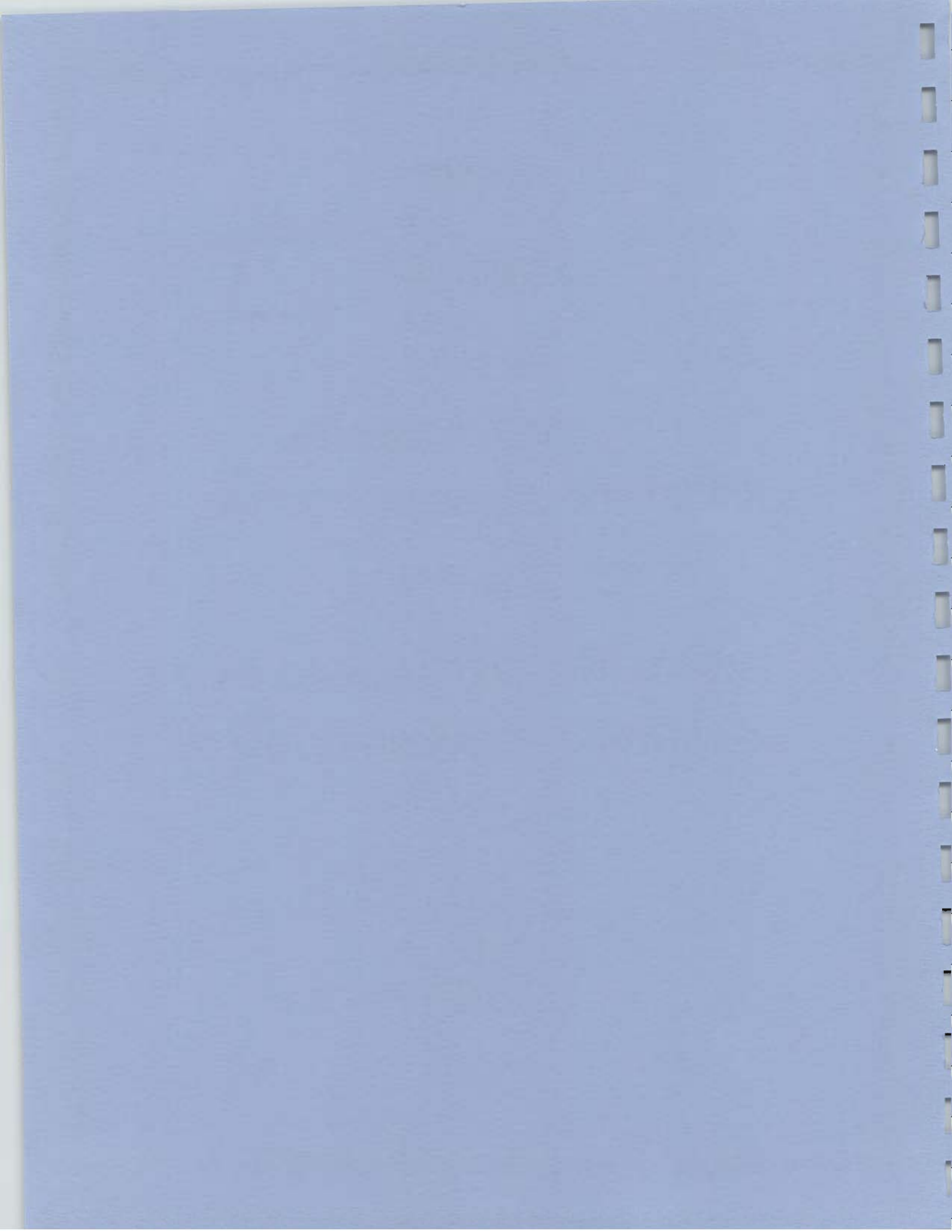


TABLE OF CONTENTS

	<u>PAGE NO.</u>
PREAMBLE	1
ARTICLE I	1
RECOGNITION	1
A. Unit	1
B. Definition of Employee	2
C. Grant Funded Positions	2
D. Subsequent Classifications	2
E. Non-Discrimination	3
ARTICLE II	4
NEGOTIATION OF SUCCESSOR AGREEMENT	4
A. Deadline Date	4
B. Bargaining During Work Hours	4
C. Modification	4
ARTICLE III	5
GRIEVANCE PROCEDURE	5
A. Purpose	5
B. Definition of a Grievance	5
C. Informal Level	5
D. Procedure	5
ARTICLE IV	10
MANAGEMENT RIGHTS	10
ARTICLE V	12
EMPLOYEE RIGHTS AND PRIVILEGES	12
A. Right to Organize	12
B. Additional Rights	12
C. Just Cause	12
D. Notice and Representation	13
E. Pins/Identification	13
ARTICLE VI	14
ASSOCIATION RIGHTS	14
ARTICLE VII	16
CONDITIONS OF EMPLOYMENT	16
A. College Staff	16
B. Physical Plant Staff	17
C. Casino Career Institute Staff	19
D. Holidays	19
E. Compensatory Time	20
F. Vacation	20
G. Critical Employees	22
H. Rest Breaks	22
I. Hazardous Conditions	22
J. Work Related Injuries	22
K. Special Vehicle License	23
ARTICLE VIII	24
EMPLOYMENT PROCEDURE	24
A. Placement within Salary Range	24
B. Resignation	24

	<u>PAGE</u> <u>NO.</u>
C. Notification of Salary	25
D. Other Assigned Duties	25
ARTICLE IX PROMOTIONS, DEMOTIONS, AND SENIORITY	26
ARTICLE X TRANSFERS	30
ARTICLE XI RECLASSIFICATIONS	31
ARTICLE XII JOB OPPORTUNITIES	32
A. Notice of Job Openings	32
B. Application	32
C. Selection of Applicant	33
D. Notification of Appointment	33
ARTICLE XIII EMPLOYEE EVALUATION	34
A. Frequency	34
B. Copies of Evaluation	34
ARTICLE XIV JOINT EMPLOYEE-EMPLOYER COMMITTEE	35
ARTICLE XV LEAVE OF ABSENCE (WITH PAY)	36
A. Sick Leave	36
B. Personal Leave	37
C. Bereavement Pay	38
D. Jury Duty	38
E. NJEA Convention	38
ARTICLE XVI LEAVE OF ABSENCE (WITHOUT PAY)	39
A. General Information	39
B. Disability	39
C. Child Rearing Leave	40
ARTICLE XVII EDUCATIONAL BENEFITS	41
ARTICLE XVIII INSURANCE PROTECTION	43
A. Health Insurance	43
B. Dental Coverage	43
C. Prescription Plan	44
D. Vision Care	44
E. Disability Insurance	44
ARTICLE XIX DEDUCTION FROM SALARY	46
A. Association Payroll Dues Deduction	46
ARTICLE XX REPRESENTATION FEE	47
ARTICLE XXI SALARIES	49
A. Schedules	49
B. Longevity	49

	PAGE NO.
ARTICLE XXII MISCELLANEOUS	50
A. Savings Clause	50
B. Separability	50
C. Compliance Between Individual Contract and Master Agreement	50
D. Copies of Agreement	51
ARTICLE XXIII DURATION OF AGREEMENT	52
SUPPORT STAFF ASSOCIATION OFFICERS	53
APPENDIX A SALARY GUIDE - PROFESSIONAL & SUPPORT STAFF - First Year	
APPENDIX B SALARY GUIDE - PROFESSIONAL & SUPPORT STAFF - Second Year	
APPENDIX C SALARY GUIDE - PROFESSIONAL & SUPPORT STAFF - Third Year	
APPENDIX D SALARY GUIDE - PHYSICAL PLANT STAFF - First Year	
APPENDIX E SALARY GUIDE - PHYSICAL PLANT STAFF - Second Year	
APPENDIX F SALARY GUIDE - PHYSICAL PLANT STAFF - Third Year	
APPENDIX G PAYROLL DEDUCTION AUTHORIZATION	

PREAMBLE

1. This Agreement entered into this 1st day of July, by and
2. between the Board of Trustees of Atlantic Community College
3. hereinafter referred to as the "Board" and the Supportive Staff
4. Association of Atlantic Community College, hereinafter referred to
5. as the "Association."

7. ARTICLE I
8. RECOGNITION

10. A. Unit

11. The Board hereby recognizes the Association as the exclusive
12. and sole representative for collective negotiations concerning
13. grievances and terms and conditions of employment for all the
14. following regular full-time and regular and continuing part-time
15. twenty [(20) hours per week minimum] employees whether assigned
16. top salary range or guide, on leave, on a per diem basis, employed
17. or to be employed by the Board:

18.	<u>College Staff</u>	<u>Physical Plant Staff</u>
19.	Clerical	Custodial
	Professional	Maintenance
20.	Secretarial	Security
	Technical	

21. Specifically excluded are:

22. 1. All Administrative Assistants
23. 2. Administrative Secretary to the Director of Personnel
24. 3. Personnel Administrator
25. 4. Temporary (six months or less), students, seasonal, and non-regular part-time employees.

1. B. Definition of Employee

2. Unless otherwise indicated, the term "employee," when used
3. hereinafter in this Agreement, shall refer to all employees
4. (male and female in an equal manner) represented by the Associa-
5. tion in the negotiating unit as above defined.

6. C. Grant Funded Positions

7. It is recognized by the parties that positions included in
8. the bargaining unit which are in whole or in part funded by the
9. Comprehensive Employment Training Act or other grants will not
10. be accorded seniority in the event of cessation or limitations
11. of such funds. Further, it is understood and agreed that these
12. positions may be terminated immediately without regard to
13. bumping or displacement of other employees under similar
14. circumstances. Placement within salary ranges and salary
15. increases shall be determined on the basis of available grant
16. funding and consistent with rules and regulations imposed by
17. such funding sources. Salary increases in excess of the
18. allowable grant should be solely at the discretion of the
19. College. Likewise, such employees will not be paid overtime but
20. granted compensatory time for all overtime hours unless grant
21. funds are available.

22. D. Subsequent Classifications

23. The College shall have the right to determine whether any
24. classifications established subsequent to the effective date of
25. the Agreement are to be included or excluded from the bargaining

1. unit. Classifications considered appropriate to the bargaining
2. unit shall be submitted to the Joint Employee-Employer Committee
3. for comment with respect to level and title.

4. E. Non-Discrimination

5. The parties to the Agreement shall apply the provisions of
6. equality without regard to age, sex, marital status, race, reli-
7. gion, creed, national origin, handicap status and membership in
8. the Association.

9. F. The Board agrees not to negotiate with any member in the
10. bargaining unit individually or with any organization or group
11. within the bargaining unit other than the Association for the
12. duration of this agreement.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

1. A. Deadline Date

2. The parties agree to enter into collective negotiations over
3. a successor Agreement in accordance with the New Jersey Public
4. Laws of 1968, Chapter 303, as amended by Chapter 123, New Jersey
5. Public Laws of 1974, in a good faith effort to reach agreement
6. on all matters concerning the terms and conditions of employ-
7. ment. The Association shall submit to the Board on or about
8. September 30 of the calendar year preceding the calendar year in
9. which this Agreement expires or is subject to reopening its
10. demands for modification or termination of the Agreement. Nego-
11. tiations between the parties shall begin on or about October 15.
12. Any Agreement so negotiated shall apply to all members of the
13. bargaining unit, be reduced in writing, ratified and signed by
14. the Board and the Association, and be adopted by the Board.

15. B. Bargaining During Work Hours

16. Whenever members of the bargaining unit are mutually
17. scheduled by the parties hereto to participate during working
18. hours in conferences, meetings or in negotiations relative to
19. this collective bargaining Agreement, they will suffer no loss
20. in pay.

21. C. Modification

22. This Agreement shall not be modified in whole or in part by
23. the parties except by an instrument in writing duly executed by
24. both parties.

25.

ARTICLE III

GRIEVANCE PROCEDURE

1. A. Purpose

2. The College and the Organization agrees that they will use
3. their best efforts to encourage the informal and prompt settle-
4. ment of complaints and grievances which may arise between the
5. Organization, its employees and the College. The orderly pro-
6. cesses hereinafter set forth will be the sole method used for
7. the resolution of all complaints and grievances.

8. B. Definition of a Grievance

9. A grievance is a claim by one or more members of the bar-
10. gaining unit or by the Association, hereinafter collectively
11. referred to as a "grievant," that such member or members have
12. suffered an injury because of an alleged violation, misrepresen-
13. tation or misapplication of any provision of the Agreement, or
14. any existing rule, order or regulation of the Board of Trustees,
15. the President of the College or the Board of Higher Education.

16. C. Informal Level

17. Step I

18. An employee who feels he or she has a basis for a grievance
19. may at his/her option meet with their supervisor for the purpose
20. of resolving the matter informally.

21. D. Procedure

22. Step II

23. 1. If a complaint is not satisfactorily resolved in infor-
24. mal discussion, a grievance may be filed, in writing, within
25. fifteen (15) working days of the occurrence of the grievance or
26. after the grievant should reasonably have known of the occurrence

1. and mail or deliver such grievance to the employee's Departmental
2. Director with a copy to the Association. The grievance shall
3. simply state the nature of the grievance, the section of the
4. contract, rule, regulation or order violated, and the remedy
5. requested, and shall be dated and signed by the grievant. Within
6. three (3) working days from the receipt of the grievance the
7. Departmental Director shall meet with the grievant in an effort to
8. resolve the grievance. The Director shall indicate the
9. disposition of the grievance, in writing, within two (2) working
10. days of the last meeting with the grievant, with a copy to the
11. Association.

12. Step III

13. If the grievance is to be processed through step III, the employee
14. shall forward the grievance within five (5) work days to the
15. Director of Personnel Services. Within seven (7) work days upon
16. receipt of the grievance, the Director of Personnel Services shall
17. meet with the grievant in an effort to resolve the grievance. The
18. Director of Personnel Services shall indicate disposition of the
19. grievance, in writing, within seven (7) working days of the last
20. meeting with the grievant, with a copy to the Association.

21. Step IV

22. 1. If the grievant is not satisfied with the decision at Step
23. III, the employee may appeal to the College President within seven
24. (7) working days from the receipt of the disposition given

1. by the Director of Personnel Services. The College President or
2. his/her designee shall, within ten (10) working days from the
3. receipt of the grievance, meet with the grievant and the
4. Association to consider the facts and circumstances of the
5. grievance in an effort to resolve the matter. The President or
6. his/her designee shall indicate the disposition of the grievance
7. in writing within seven (7) working days after the last meeting
8. with the grievant with a copy to the Association.

9. Step V

10. 1. If the Association is not satisfied with the disposi-
11. tion of the grievance by the President or his/her designee, and
12. the Association determines that the matter be reviewed further,
13. the Association may submit the matter to arbitration, with a
14. copy to the President, within thirty (30) days from receipt of the
15. disposition of the grievance by the President. If the parties
16. cannot agree on an arbitrator, he/she shall be selected pursuant
17. to the rules and procedures of the American Arbitration Asso-
18. ciation whose rules shall likewise govern the arbitration
19. proceeding.

20. 2. Both parties agree that the arbitration shall be binding
21. upon the terms of the Agreement and advisory on all other matters.

22. 3. The fees and expenses of the arbitrator shall be shared
23. equally by the College and the Association. Any other expenses
24. incurred shall be paid by the party incurring same.

1. 4. The number of days indicated in each step of the grie-
2. vance procedure may be extended by mutual written agreement of
3. the parties.

4. 5. All documents, communications and records dealing with
5. the grievance shall not become a part of the permanent files of
6. the participants.

7. 6. Nothing herein contained shall be construed to limit,
8. deny, or restrict the rights, or remedies, administration or
9. judicial to which any grievant may be entitled under law.

10. 7. Any grievance not answered within the times specified
11. above shall be deemed as granting relief specified to the
12. grievant.

13. 8. Any aggrieved employee may be represented at all stages
14. of the grievance procedure by himself/herself and (at his/her
15. option) a representative selected or approved by the Associa-
16. tion. When an employee is not represented by the Association,
17. the Association shall have the right to be present at all stages
18. of the grievance procedure.

19. 9. No reprisals of any kind shall be taken by the Board or
20. the Association or by any representative member of the admini-
21. stration or by any representative member of the Association con-
22. trary to the welfare/interests of the grievant, and/or the
23. grievant's representative(s). This same immunity from
24. reprisals/retaliatory actions/punitive measure shall be guaran-
25. teed to all others connected with both the Association, the
26. Administration, and the Board of Trustees as well as participa-
27. tory witnesses concerned with the grievance.

1. 10. All meetings and hearings under this procedure shall not
2. be conducted in public.
3. 11. At any time during the processing of the grievance, the
4. President of the College or his/her designee may intervene in
5. order to discuss and determine the nature of the grievance
6. without the necessity of the appeals.

ARTICLE IV
MANAGEMENT RIGHTS

1. A. The Association recognizes that the Board has the responsi-
2. bility and authority to manage all the operations and activities
3. of the College to the full extent authorized by law. The exer-
4. cise of these powers, rights, authority, duties, and responsi-
5. bilities by the Board and the adoption of such rules, regula-
6. tions and policies as it may deem necessary shall be limited
7. only by the specific and expressed terms of this Agreement.
8. B. The Association agrees and recognizes that the Board
9. reserves to itself sole jurisdiction and right, in compliance
10. with the laws of the State of New Jersey and the rulings of the
11. State Commissioner of Higher Education to hire, assign, promote,
12. transfer and direct employees covered by this Agreement or to
13. take disciplinary action against said employees (up to and
14. including discharge) for just cause, to direct school opera-
15. tions, and to take whatever other actions may be necessary to
16. accomplish the mission of the College except as may be specifi-
17. cally provided by the language of this Agreement.
18. C. Except for serious breaches of discipline, the following
19. discipline procedures shall be sequentially followed for each
20. offense, unless of the same nature:
 21. 1. Oral warning shall involve identifying the problem and
 22. counseling the employee about the situation to be resolved.
 23. 2. Formal written warning about the violation and required
 24. corrective action to the employee with a copy to the employee's
 25. personnel file.

1. 3. Disciplinary Action (up to and including suspension).
2. 4. Disciplinary Action (up to and including discharge).
3. The employee concerned shall be provided the opportunity to
4. acknowledge by signature such letter as referred to in Step 2
5. above, and to respond in writing if so desired. Such response
6. shall be attached to the letter and be included in the
7. employee's personnel file. If there are no reoccurrences of the
8. offense within a two-year period, all records of such offense
9. shall be removed from the employee's personnel file.

ARTICLE V

EMPLOYEE RIGHTS AND PRIVILEGES

1. A. Right to Organize

2. Pursuant to Chapter 123, Public Laws 1974, the Board agrees
3. that every employee covered under this Agreement shall have the
4. right freely to organize, join and support the Association and
5. its affiliates for the purpose of engaging in collective nego-
6. tiations. As a duly appointed body exercising governmental
7. power under the law of the State of New Jersey, the Board under-
8. takes and agrees that it shall not directly nor indirectly
9. discourage or deprive or coerce any employee in the enjoyment of
10. any rights conferred by Chapter 123, Public Laws 1974 or other
11. laws of New Jersey or the Constitution of New Jersey and the
12. United States; that it shall not discriminate against any
13. employee with respect to hours, wages, or any terms or condi-
14. tions of employment by reason of the employee's membership in
15. the Association.

16. B. Additional Rights

17. Nothing contained herein shall be construed to deny or
18. restrict to any employee such rights as may be guaranteed under
19. New Jersey School Laws or other applicable laws and regulations.
20. The rights herein granted to employees shall be deemed to be in
21. addition to those provided elsewhere.

22. C. Just Cause

23. No employee shall be disciplined, reprimanded, reduced in
24. rank or compensation or deprived of any professional advantage
25. without just cause. Any such action asserted by the Board, or

1. any agent or representative thereof, shall not be made public
2. and shall be subject to the grievance procedure herein defined
3. and set forth as a matter of contractual stipulation.

4. D. Notice and Representation

5. Whenever any employee is required to appear before the
6. Director of Personnel Services and/or the President concerning
7. any matter which could adversely affect the continuation of that
8. employee's position status, overall employment, or the salary
9. and all related increments, then the respective employee shall
10. be given prior written notice of the reasons for such meeting or
11. interview and shall be entitled to have a representative of the
12. Association present to serve as either an advisor and/or spokes-
13. person for the employee during said meeting or interview. Any
14. suspension of an employee pending a disposition of charges shall
15. be without pay. However, should the employee be vindicated the
16. loss of pay will be recoverable.

17. E. Pins/Identification

18. No employee shall be prevented from wearing pins or other
19. identification of membership in the Association or its affili-
20. ates as long as they are not an inconvenience to students and
21. other employees.

ARTICLE VI

ASSOCIATION RIGHTS

1. A. The Board agrees to furnish the Association in response to a
2. reasonable request from time to time all available information
3. concerning the financial resources of the College, including but
4. not limited to: annual financial reports and audits; a
5. directory of all personnel in the Unit and all changes which may
6. arise; budgetary requirements and allocations; agendas; minutes
7. of all Board meetings; two (2) copies of appropriate personnel
8. policies; and any and all other information of a pertinent
9. nature which will assist the Association in developing
10. intelligent, accurate and constructive proposals for the purpose
11. of negotiations which may be necessary for the Association to
12. process any recommendation(s), grievance(s) or complaint(s).
13. B. Representatives of the Association and their affiliating
14. agent shall be permitted to transact official Association busi-
15. ness on College property at all reasonable times, provided that
16. this shall not interfere with or interrupt normal college
17. operations.
18. C. The Association and its representatives shall have the right
19. to use the College facilities at all reasonable hours for
20. meetings. The College shall be notified in advance of the time
21. and place for all such meetings.
22. D. The Association shall have the right to use College
23. equipment at reasonable times upon request to the appropriate
24. College official. The Association shall pay for the reasonable
25. cost of all materials and supplies incidental to such use.

1. E. Bulletin boards shall be provided for the posting of
2. organization notices and materials at each of the following
3. locations:
 4. 1. Main Campus Building - "J" Building
 5. 2. Time Clock
6. F. The Association shall have the right to use the inter-
7. college mail facilities and inter-college telephone system as it
8. deems necessary. The Association will accept the responsibility
9. for all long-distance calls made in the Association's name.
10. G. The rights and privileges of the Association and its repre-
11. sentatives as set forth in this Agreement shall be granted only
12. to the Association as the exclusive representative of the
13. employees, and to no other organization(s) representing any
14. portion of the unit or potential member of the unit.
15. H. The Association shall have the right to hold Association
16. meetings within the work day. Such meetings shall be limited to
17. two (2) per year and in no event will last more than one-half
18. (1/2) hour. In addition the Association shall have the right to
19. hold two meetings per year within the work day at the Atlantic
20. City Extension Center. Notification of all such meetings shall
21. be given to the College at least ten (10) days in advance of
22. such meetings.

ARTICLE VII

CONDITIONS OF EMPLOYMENT

1. A. College Staff

2. 1. Work Week

3. The work day shall consist of seven (7) hours excluding
4. a thirty (30) minute lunch period for employees working a
5. thirty-five (35) hour work week. The normal work week will be
6. from Monday thru Friday, 9:00 a.m. to 4:30 p.m. for thirty-five
7. (35) hours, seven (7) hours a day.

8. 2. Summer Work Hours

9. The summer schedule begins the first full week in June
10. and continues through Labor Day. The work day shall consist of
11. six and one-half (6 1/2) hours excluding thirty (30) minutes
12. lunch period for employees working a thirty-two and one-half
13. (32 1/2) hour week, six and one-half (6 1/2) hours a day. The
14. normal week will be from Monday to Friday from 9:00 a.m. to
15. 4:00 p.m. for 32 1/2 hours, 6 1/2 hours a day except that the
16. College may establish a four (4) day work week not to exceed the
17. total work week summer hours within the four (4) day period.
18. Exact reporting and dismissal times shall be agreed upon before
19. the establishment of this policy.

20. 3. Overtime

21. Overtime is defined as any time spent at regular duties
22. or other assigned duties, consistent with this Agreement, either
23. before/after work hours.

24. All overtime will start at the first half hour above the
25. normal work week (35 hours). This will be remunerated at the

1. rate of 1 1/2 times the hourly salary. Exceptions to this
2. rule will be Sunday and holidays. Then the rate would be two
3. (2) times the hourly rate.

4. 4. Committee Assignments

5. Employees will not be required to take minutes of
6. Faculty Assembly Committee meetings, but will type and distri-
7. bute such minutes on a rotating basis within the academic area.

8. B. Physical Plant Staff

9. 1. Work Week

10. The regular work week for other than Security Guards
11. shall be forty (40) hours including one-half (1/2) hour for
12. lunch, over a consecutive five (5) day week, at eight (8) hours
13. per day.

14. 2. Overtime

15. All hours over forty (40) hours, Monday through Friday,
16. shall be paid at time and a half rate. Also, all hours on
17. Saturday shall be paid the time and a half rate, and on Sunday,
18. at the double time rate. Security guards shall receive overtime
19. compensation at the rate of time and a half for work over forty
20. (40) hours and double time pay for work over forty-eight (48)
21. hours. Paid vacation days, paid holidays, paid leave days, and
22. work days lost because of compensable on-the-job injuries, shall
23. be counted as routine 8 hour work days for purposes of computing
24. overtime.

1. 3. Call-Back Time

2. An employee who is called back to work at times other
3. than his/her regularly scheduled shift, shall be paid for a
4. minimum of four (4) hours call-back time at straight time or
5. paid for time actually worked at 1 1/2 times, whichever is
6. greater, and such additional amount of time pro-rated in
7. quarterly hour increments at 1 1/2 times, if such work
8. requirement is for more than the four (4) hour minimum
9. guarantee, excluding Saturday and Sunday.

18. 4. Shift Premium

11. Effective July 1, 1984, to June 30, 1985 a shift premium
12. will be accorded employees who are regularly assigned to the
13. second and third shift as follows:

14. Second Shift: 16¢ per hour. Second shift is any regu-
15. larly scheduled shift starting between 2:00 p.m. and
16. 10:00 p.m.

17. Third Shift: 18¢ per hour. Third shift is any regu-
18. larly scheduled shift starting between 10:00 p.m. and
19. 5:00 a.m.

20. Effective July 1, 1986, the shift premium will be 18¢
21. second shift and 20¢ third shift.

22. The shift premium shall be applicable where the assign-
23. ment is more than three (3) consecutive days and/or a
24. total of nine (9) days per year.

1. 5. Employee Uniforms

2. The College will make uniforms available within 30 days
3. following completion of the probationary period. The College
4. agrees to make replacement uniforms available through a local
5. vendor selected by the College. Employees needing replace-
6. ment uniforms shall secure an approval form from the College
7. and present it to such vendor for the necessary items.

8. C. Casino Career Institute Staff

9. 1. Work Week

10. The work week shall consist of forty (40) hours per
11. week.

12. 2. Overtime

13. Overtime shall be computed for time over forty (40)
14. hours at 1 1/2 times except in the event of call-in, in which
15. case payment shall be computed as in Section B, Paragraph 3.

16. D. Holidays

17. Recognized holidays with pay are as follows

18.	New Year's Day	January 1st
	Martin Luther King Day	3rd Monday in January
19.	President's Day	3rd Monday in February
	Good Friday	Friday before Easter
20.	Memorial Day	Last Day in May
	Independence Day	July 4th
21.	Labor Day	1st Monday in September
	Columbus Day	2nd Monday in October
22.	General Election Day	1st Monday in November
	Veteran's Day	2nd Monday in November
23.	Thanksgiving Day	4th Thursday in November
	Day After Thanksgiving	4th Friday in November
24.	Christmas	25th of December

1. Employees required to work on a holiday will be paid for
2. that time at two (2) times their regular rate or be given
3. compensatory time off at a date mutually agreed upon by the
4. employee and supervisor. Permanent part-time employees
5. regularly scheduled for 20 hours or more per week will receive
6. holiday pay provided the holiday falls on a regularly scheduled
7. work day.

8. E. Compensatory Time

9. The accumulation of compensatory time will be mutually
10. decided between the employee and his supervisor and approved by
11. the Director of Personnel Services with such accumulation
12. reported to the Personnel Services Department on a Payroll Time
13. Sheet not later than the end of the payroll period in which the
14. time was earned. The maximum amount of compensatory time per-
15. mitted in any one contract year is limited to seventy (70)
16. hours. Requests for use of compensatory time will be processed
17. in advance of the leave period on an approved Leave Request
18. Form. Only leave duly reported will be permitted to be taken.

19. F. Vacation

20. 1. The paid vacation schedule effective July 1, 1982 will
21. accrue as follows:

22.	<u>Years of Service</u>	<u>Vacation Days Earned Per Year</u>
23.	One (1) thru Four (4)	13 days
24.	Five (5) thru Nine (9)	20 days
25.	Ten (10) Plus	24 days

1. 2. Effective July 1, 1982, unit employees may accumulate no
2. more than 24 paid vacation days retroactive to date of initial
3. employment.

4. 3. Effective July 1, 1982, unit employees whose vacation
5. balances are in excess of 24 days may carry-over their entire
6. balance into the 1983-84 contract year with the condition that
7. their leave balance reflects a total reduction of at least six
8. (6) days as compared to the previous year balance of June 30,
9. 1982. In the same spirit, unit employees whose vacation leave
10. balance exceeds twenty-four (24) days after June 30, 1982 are to
11. continue to reduce this vacation leave balance by at least six
12. (6) days per year until their total leave balance is no more than
13. twenty-four (24) days. In the event an employee's work load
14. precludes the scheduling of vacation in order to comply with this
15. section the employee may file a request with the Personnel Office
16. for an extension which will be granted if the College agrees that
17. such a condition does exist.

18. 4. A month is counted for vacation credit only if the
19. employee is in a paid status for at least one-half (1/2) the
20. normal scheduled work days of that month. Permanent part-time
21. employees regularly scheduled for 20 hours or more per week shall
22. be eligible for vacation pro-rated on the basis of their normal
23. work schedule.

1. G. Critical Employees

2. The custodial staff is exempt from the list of critical
3. employees as defined in the College policy on emergency
4. closings.

5. It should also be noted that employees who are defined as
6. "critical" and work will be provided with a compensatory leave
7. day along with the pay for the date worked.

8. H. Rest Breaks

9. It is ACC's policy that employees be provided with a 15-
10. minute mid-morning and mid-afternoon rest or coffee break based
11. on a five-day work week and 20 minutes for a four-day work week.
12. While it is not intended that the College specifically identify
13. the actual time for these breaks, supervisors are expected to
14. use their discretion in determining the most appropriate time
15. for the break to occur.

16. I. Hazardous Conditions

17. The College shall continue to not require employees to work
18. under unsafe or hazardous conditions or to perform tasks which
19. endanger an employee's health and safety.

20. J. Work Related Injuries

21. An employee may use accumulated sick, personal or vacation
22. leave in the event of a work-related accident or injury during
23. the first seven (7) consecutive days of the accident or injury.
24. At such time as the injury is determined to be compensible by

1. the College insurance carrier, the employee's leave account will
2. be credited for leave charged.
3. K. Special Vehicle License (special, i.e., bus/van)
4. Any employee required by the College to hold a New Jersey
5. special vehicle driver's license shall be reimbursed each year
6. for the cost of renewal for such license.

ARTICLE VIII
EMPLOYMENT PROCEDURE

1. A. Placement within Salary Range

2. Any employee newly hired prior to February shall be given
3. full credit for one (1) year of service toward the increment
4. increase for the annual term of the contract as covered in the
5. 1980-82 Agreement. Employees hired after February shall receive
6. a prorated consideration based on complete months of service.
7. College staff promoted or reclassified shall receive a one (1)
8. increment promotional increase for a one (1) pay grade promotion
9. or two (2) increments if the promotion/reclassification
10. represents a change of two (2) or more pay grades, or the
11. minimum rate of the new pay grade whichever is the greater but
12. in no case shall the maximum of the rate range be exceeded.

13. B. Resignation

14. 1. An employee who is resigning from a position shall give
15. two weeks notice to the Personnel Office. The Board may give
16. any resigning employee two weeks pay and dismiss the employee
17. immediately upon receipt of notice of resignation.

18. 2. Earned but unused vacation shall be paid to terminating
19. employees providing the two-week notice is given. If two (2)
20. weeks notice is not given, the College shall withhold two weeks
21. unused vacation pay. It is understood that the College cannot
22. mandate that an employee take any accrued vacation leave within
23. the two-week notice period.

1. C. Notification of Salary

2. Employees shall be notified of their salary status for the
3. ensuing year no later than May 31 or as soon as can possibly be
4. provided.

5. D. Other Assigned Duties

6. Should an employee be temporarily assigned to a position of
7. a higher classification for a period of five (5) consecutive
8. days or more, such employee shall be compensated in accordance
9. with Article VIII, A. Placement Within Salary Range. An
10. employee shall not be expected to assume duties in another
11. office without first being notified by his/her supervisor that
12. his/her services are needed and a clear description and time
13. limit required for said assignment shall be given to the
14. employee.

15. E. Employees working the evening shift on a Friday shall be
16. paid by check. If checks are distributed on Friday, one (1)
17. hour of time without loss of salary shall be allowed the
18. employee for purposes of cashing the check.

ARTICLE IX

PROMOTIONS, DEMOTIONS, AND SENIORITY

1. A. A promotion is the advancement from a job classification in
2. one salary grade to another classification in a higher salary
3. grade. Conversely, a demotion indicates a change to a lesser
4. classification and salary level. Generally completion of a
5. three-month trial period in the employee's current position
6. shall be considered a minimum requirement for promotion at
7. Atlantic Community College.
8. B. New or revised positions will have been described, eval-
9. uated, and appropriately authorized by the Board of Trustees
10. and/or management of the College through the Division of
11. Personnel/Administrative Services prior to any employee being
12. transferred or promoted to the position.
13. C. When promoted an employee will be on probationary status for
14. a three-month period. This is in order to recommend according
15. to the judgment of the responsible supervisor and/or Director of
16. Personnel Services the employee for permanent status or to
17. remand the employee to his/her former position and salary level
18. or one that is similar.
19. 1. The immediate supervisor shall complete an evaluation
20. report at least once during the final half of the 90-day
21. period.
22. 2. College staff who are promoted shall receive a salary
23. adjustment at the time of promotion which shall be based on the
24. promotional increment identified in the Salary Guide subject
25. to the maximum of the salary range. If the position to which

1. the employee is promoted represents a one (1) pay grade
2. increase, the employee will receive one (1) pay grade increase,
3. the employee will receive one (1) incremental increase based on
4. the employee's existing pay grade. A two (2) pay grade or more
5. promotion will result in a two (2) increment increase based on
6. the employee's existing pay grade.

7. D. Any employee reduced in rank or job classification, regard-
8. less of compensation, may request and receive from the Director
9. of Personnel Services reasons for such reduction not later than
10. fifteen (15) working days following receipt of such request.
11. Requests shall be made within fifteen (15) working days of
12. either the effective date of reduction in rank or job classi-
13. fication, or of the date on which the employee is formally
14. notified.

15 E. Seniority

16. 1. Seniority is defined as an employee's total length of
17. service with the College, beginning with his/her date of
18. employment. Such seniority shall accumulate until there is a
19. break in service. A break in continuous service occurs when an
20. employee resigns, is discharged or retires.

21. 2. In the event of a reduction in force, including
22. reductions caused by the discontinuance of a facility or its
23. relocation, the employees shall be laid off in the reverse order
24. of seniority of all employees in the classification (example:
25. Steno Clerk, Clerk Typist, Account Clerk).

1. "Bumping" rights shall be limited first to the employee's
2. classification and then to a lower classification in which the
3. employee previously worked at the college. Any employee laid
4. off shall remain on a recall roster for a period of two (2)
5. years from the date of layoff. Recalls shall be based on
6. seniority.

7. 3. In the event that within two years of an employee's
8. layoff a vacancy occurs in the same line of work from which the
9. employee was laid off, and covered by this Agreement, a laid off
10. employee shall be entitled to a one time recall thereto in order
11. of seniority.

12. 4. Seniority will be the basis for settling any conflict
13. arising relative to employees taking vacation leave (i.e., the
14. most senior employee in the dispute will have the first option.)
15. However, where the work force is depleted because of vacation
16. leave, the College shall reserve the right to designate time
17. when an employee may not take leave.

18. 5. In the case of a conflict arising over which employee
19. shall be assigned, when a change in shift is necessary, the
20. employee with the most seniority shall have the first choice of
21. shifts, provided the employee has the necessary skills and
22. ability to perform the work.

23. 6. Employees in a classification shall have preference
24. over new hires or transfers from outside the classification in
25. the event of a shift vacancy within an employees classification

1. provided the employee has the necessary skills and ability to
2. perform the work.
3. F. Any employee who is terminated due to a reduction in force
4. shall be given two weeks notice in advance of termination date
5. or two weeks salary.

ARTICLE X

TRANSFERS

1. A. A transfer is any change from one position to another within
2. the same salary grade or a change from a position in one depart-
3. ment or division to a position of equal value in another depart-
4. ment or division of the College.
5. B. When transferred, an employee normally shall not receive an
6. adjustment in salary. However, an employee's service on related
7. positions from which transferred shall be considered for pur-
8. poses of determining possible merit increases.
9. C. An employee shall not be transferred to a new or revised
10. position until the position has been described, evaluated and
11. authorized by the Board of Trustees and/or appropriate manage-
12. ment authorities.

ARTICLE XI
RECLASSIFICATIONS

1. A. Request for reclassification may be initiated by the
2. employee, supervisor or Personnel Office where a significant
3. change in duties and responsibilities of an existing position
4. has occurred which may require reclassification of the position
5. to another classification. An employee shall not initiate such
6. a request more than two (2) times during a fiscal year in which
7. case the Personnel Office shall reply within fifteen (15)
8. working days.
9. B. If, as a result of re-evaluation, a position is changed to a
10. higher or lower salary level/grade rate changes of incumbents
11. may be treated as promotions or demotions as the case may be.

ARTICLE XII

JOB OPPORTUNITIES

1. A. Notice of Job Openings

2. After receipt of a letter of resignation or action vacating
3. a position or creation of a new position within the negotiating
4. unit, notices of all such job openings within the negotiating
5. unit shall be posted for five (5) work days prior to hiring if
6. there are plans to fill the opening. The Job Opportunity
7. Announcement shall be placed on appropriate staff bulletin
8. boards with a copy sent to the President of the Association.
9. The Announcement shall contain the title of the vacant position,
10. the name of the department in which the vacancy exists, a
11. general statement of duties, the qualifications required, and
12. the salary range.

13. In the event of a holiday-vacation period occurring during
14. the normal five (5) day posting period, the posting period shall
15. be shortened to the number of work days possible before such
16. vacation period begins, but in no event less than four (4) work
17. days.

18. B. Application

19. To be considered for the posted vacancy, the member shall
20. complete and file with Personnel an Application for Promotion/
21. Transfer form within the five (5) day period. However, members
22. of the Association may file an Application for Promotion/
23. Transfer with the Personnel Department not later than January 1
24. and July 1 of each year which shall entitle the employee to
25. active consideration for a period of six (6) months for

1. vacancies occurring in job classifications identified on the
2. Application. Such Applications shall be treated in a
3. confidential manner by the Department of Personnel Services
4. until such time as the employee has expressed interest in being
5. interviewed for a current opening. In no event shall any
6. vacancy be filled until all staff who have a form on file are
7. contacted.

8. C. Selection of Applicant

9. Employees who have acquired experience, skill and ability
10. (physical and otherwise) to do the work required in the job
11. without training shall be given preference over new hires. In
12. the event two (2) applicants are of equal experience and
13. ability, the applicant with the greater seniority shall be
14. awarded the job. In all cases the experience and skill shall be
15. adequate to properly perform that job. All such applicants
16. shall be considered and will be given a reply to their applica-
17. tion and an interview within a reasonable period of time.

18. D. Notification of Appointment

19. The Association President shall be notified of all appoint-
20. ments in writing within the organization.

ARTICLE XIII
EMPLOYEE EVALUATION

1. A. Frequency

2. 1. Employees shall be evaluated by their immediate super-
3. visor at least one (1) time each fiscal year. An Employee
4. Performance Report shall be prepared and a conference held
5. between the employee and his immediate supervisor for the pur-
6. poses of establishing communications and understanding about the
7. job performance and to identify any commendations, deficiencies
8. and extending assistance for their correction.

9. 2. In the case of new employees, the immediate supervisor
10. completes an evaluation report at least once during the final
11. half of the ninety (90) days probationary period for review with
12. the employee and submission to the Director of Personnel
13. Services.

14. B. Copies of Evaluation

15. An employee shall sign the employee Performance Report which
16. shall signify that he/she has had the opportunity of review and
17. conference with the supervisor. The employee shall also have
18. the opportunity to make written comment on the supervisor's
19. report and receive a copy prior to being placed in the personnel
20. file.

ARTICLE XIV

JOINT EMPLOYEE-EMPLOYER COMMITTEE

1. The parties agree to the establishment of a joint Employee-
2. Employer Committee which shall be advisory to the Personnel
3. Department with membership drawn in equal numbers from both
4. parties. The purpose of the Committee will be to deal with
5. problems of mutual interest and to develop programs and activ-
6. ities which will promote a harmonious work environment and safe
7. working conditions for members of the Association and College.
8. The party calling this meeting shall provide at least one week's
9. notice of the meeting. The Committee shall meet during the
10. regular work day and generally once each month.

ARTICLE XV

LEAVE OF ABSENCE (WITH PAY)

1. A. Sick Leave

2. Each full-time employee with up to and including two (2)
3. years employment shall earn one (1) day sick leave per month,
4. provided the employee has been in pay status for more than one-
5. half of the scheduled work days in a given month. Effective
6. July 1, following the completion of the employee's second year
7. of employment, each full-time employee shall be credited with an
8. advance of twelve (12) sick leave days. Permanent part-time
9. employees shall earn sick leave on an equivalent prorated basis.
10. In the event that an employee leaves the College and has a
11. deficit sick leave based on one (1) day per each month worked,
12. the deficit shall be deducted from the accumulated vacation
13. leave or from the last pay check. Where a pattern of absen-
14. teeism exists or where it is necessary to assure the physical
15. capacity of the employee, the College shall have the right to
16. require a medical certificate from the employee's physician.

17. Employees shall report their inability to be present for
18. work by calling the Absence Reporting System (646-5040)
19. indicating name; date, time of call; department; and reason for
20. absence one hour prior to their starting time. All security
21. personnel and employees assigned to the 2nd and 3rd shifts shall
22. report their inability to be present for work two hours prior to
23. their starting time. An exception shall be made in an emergency
24. situation which prevents the employee from contacting the
25. college. Failure to report the absence shall result in

1. ineligibility for sick leave benefits unless exceptional
2. circumstances were presented.

3. B. Personal Leave

4. As of July 1 of each year, the College will grant a maximum
5. of five (5) days of personal leave for absences related to
6. religious observances, medical/dental appointments, legal
7. matters, birth, bereavement, educational and marriage where such
8. absences cannot be arranged outside normal working hours. Newly
9. hired employees will be vested with personal leave prorated on
10. the basis of the number of completed months of service as of
11. July 1. Such leave is not accruable, however, remaining per-
12. sonal leave days as of June 30 shall be credited to the
13. employee's sick leave accumulation. At least 48 hours advance
14. written notice, with the reason for absence stipulated, must be
15. given of such a request by the employee to his/her supervisor
16. and filed immediately with the Director of Personnel Services
17. except in the case of emergency. An emergency shall be deemed
18. to have occurred when the employee could not have been aware of
19. the event in advance necessitating the use of leave. The
20. College shall be notified within the hour of the employee's
21. inability to be present for work unless exceptional
22. circumstances were presented.

1. C. Bereavement Pay

2. An employee shall be entitled to three (3) days leave with
3. pay upon the death of a member of his immediate family. Imme-
4. diate family shall be defined to include spouse, children,
5. sibling, parents, step-parents, step-children, grandchildren,
6. and parents or grandparents of spouse and employee.

7. D. Jury Duty

8. A leave of absence with pay will be granted to employees for
9. time spent on jury duty or if subpoenaed as a witness in a case
10. where the employee has no personal or financial interest, pro-
11. vided the employee agrees to reimburse the College in an amount
12. equal to fees (less mileage and subsistence) the employee
13. receives for such duty.

14. E. NJEA Convention

15. Up to three (3) members of the Association, to be selected
16. by the President or his/her designee, shall be entitled to two
17. (2) days leave with pay to attend the annual NJEA Convention.
18. One additional person shall be allowed to attend each day of the
19. convention.

ARTICLE XVI

LEAVE OF ABSENCE (WITHOUT PAY)

1. A. Upon proper written application the College may grant leaves
2. of absence not to exceed one calendar year, without pay to mem-
3. bers of the Association. The employee must state in writing the
4. purpose of such leave including the anticipated date of return.
5. In the event an employee wishes to return earlier, sixty (60)
6. days notice must be given. To the extent permitted by law, any
7. employee granted such full time leave shall retain all insurance
8. and other benefits and shall continue to maintain service time
9. for salary purposes as though being in regular service. The
10. employee shall be permitted to pay individual (personal) contri-
11. butions to all existing plans requiring such contributions and
12. the College shall then pay their regular contribution to such
13. plan(s) requiring such contributions, provided these contribu-
14. tions are not contrary to law.

15. B. Disability

16. Due to a medical disability (including inability to work
17. arising out of or connected with pregnancy or recovery there-
18. from), an employee shall be granted an extended leave without
19. pay for a period of up to twelve (12) months. During such dis-
20. ability, the employee shall be eligible for sick leave benefits
21. until such benefits are exhausted. The College may require
22. periodic medical certification which shall be submitted to the
23. Personnel Office that such condition warrants the leave.

1. C. Child Rearing Leave

2. 1. Child rearing leave, without pay, shall be granted to an
3. employee with a child or who adopts a child less than six months
4. of age provided application is made in writing at least thirty
5. (30) days prior to beginning of the leave. Such leave must be
6. requested for a specific period of time in order that a replace-
7. ment can be arranged during the time of the leave but shall not
8. exceed 12 months in duration. In the event the employee wishes
9. to return prior to the expiration of the leave a request must be
10. made at least two (2) months before the expected date of
11. return.

12. 2. The employee returning from the child rearing leave
13. shall be reinstated in the original position with like status
14. and pay without loss of seniority. The employee shall be placed
15. at the same salary level which would have been attained if
16. actively employed at the College during this period.

ARTICLE XVII

EDUCATIONAL BENEFITS

1. The educational benefits for all full-time employees are as
2. follows:
3. A. All full-time employees shall be permitted to take instruc-
4. tion at no tuition charge at Atlantic Community College. The
5. intention is to waive tuition not to provide an outlay of cash.
6. B. Courses need not be related to the employee's current work,
7. but admission standards, where applicable, must be met for all
8. courses or disciplines for which the employee applies.
9. C. Cost of books, lab fees, etc., must be undertaken by the
10. employee.
11. D. Spouses and dependent children of all full-time staff may
12. attend College courses without payment of tuition and fees; pro-
13. vided, however, that all said family members shall be subject to
14. the same rules and regulations as the regular student body of
15. the College. Dependent children shall be interpreted as the
16. term is defined by the Internal Revenue Code of the United
17. States.
18. E. Requests for tuition waiver are approved by the Director of
19. Personnel Services on forms supplied by the College. Addition-
20. ally, employees shall make every effort where applicable to
21. obtain a charge back authorization from the county in which they
22. reside.
23. F. Upon presenting their identification card, staff members can
24. take advantage of many other facilities and activities, i.e.,
25. library books, student activities, etc.

1. G. Employees are limited to six (6) hours per semester while
2. spouses and dependent children may be full-time students if they
3. so desire.
4. H. Employees may be fully or partially reimbursed for up to
5. nine (9) credits per fiscal year or more if funds are available,
6. for courses taken and successfully completed (grade of "C" or
7. better), above an Associate Degree at an accredited college or
8. university. Determination of eligibility for reimbursement and
9. total amount of each reimbursement shall be decided upon by the
10. Staff Training and Development Committee. Total reimbursements
11. for each fiscal year shall not exceed \$2,500.
12. I. The Board agrees to pay for all tuition, supplies, and
13. expenses incurred by a physical plant employee who is required
14. by the College to hold a Black Seal License and must attend
15. school to obtain such license.
16. J. Permanent part-time employees shall receive this benefit on
17. a prorated basis.

ARTICLE XVIII
INSURANCE PROTECTION

1. A. Health Insurance

2. Participating in the New Jersey Health Benefits Program
3. shall be non-contributory to the Association member for all
4. premium increases after July 1, 1977, as certified by the
5. Division of Pensions with coverage of dependents, including
6. children up to age twenty-three (23). This coverage is Blue
7. Cross Hospitalization, Blue Shield Medical and Surgical,
8. extended coverage, and Prudential Major Medical, or equal
9. coverage and becomes effective for new employees the first day
10. of the month following 60 days of employment. For present
11. employees, the annual enrollment period will be the month of
12. January to be effective the first coverage period in April.

13. B. Dental Coverage

14. Effective October 1, 1982 the College will provide a full
15. family co-insurance dental program with 100% coverage for
16. preventive and diagnostic care; 80% coverage for basic services
17. including oral surgery, endodontic and periodontic and basic
18. restorative benefits (amalgam, synthetic, porcelain and plastic
19. restorations for treatment of carious lesions); and 50% coverage
20. for major restorative (crowns, inlays and gold restorations) and
21. prosthodontic (bridges, partial and complete dentures) benefits
22. with a \$1,000 maximum per family member per year with no
23. deductible applied. The selection of the insurance carrier
24. shall be at the sole discretion of the College.

1. C. Prescription Plan

2. The Blue Cross Prescription Program will be provided based
3. on \$1.00 co-pay which shall exclude contraceptives. The College
4. will provide the premium for the employee and eligible depend-
5. ents. New employees shall be eligible for membership at the
6. beginning of the month following 60 consecutive days of
7. employment.

8. D. Vision Care

9. A Vision Care Program is available effective October 1, 1984
10. for members and eligible dependents which will provide on a one
11. time basis for the period indicated the following benefits:

12.	<u>Vision exam, up to</u>	\$28.00
	<u>Frame, up to</u>	\$19.60
13.	<u>Prescription Lenses</u>	
	per lens, up to	\$14.00
14.	per lens (bifocals), up to	\$21.00
	per lens (trifocals), up to	\$28.00
15.	per lens (lenticular), up to	\$35.00
	per lens (contacts) following	
16.	cataract surgery, up to	\$112.00
	per lens (contacts), up to	\$21.00

17. Prescription tinted/sun glasses are eligible for reimbursement
18. at the above scheduled rates. Plain sunglasses are not covered.
19. The allowances above are payable once during the term of the
20. Agreement.

21. E. Disability Insurance

22. The college will provide \$40.00 in the first year of the
23. contract, \$45.00 in the second year and \$50.00 in the 3rd year
24. per employee per annum for the purpose of establishing a
25. disability insurance program. A committee to include the

1. Director of Personnel Services and a representative of ACCOSAP
2. together with a member from each of the other bargaining units
3. will agree on the plan(s) selected.

ARTICLE XIX

. DEDUCTION FROM SALARY

1. A. Association Payroll Dues Deduction

2. 1. The Board agrees to deduct from the salaries of its
3. employees for SSAACC the New Jersey Education Association dues
4. and Atlantic County Council of Education Associations as said
5. employees individually and voluntarily authorize the Board to
6. deduct. Such deductions shall be made in compliance with
7. Chapter 233, New Jersey Public Laws of 1969 (NJSA 52:14-15, 9e)
8. and under rules established by the Department of Higher
9. Education. Said monies together with current records of any
10. corrections shall be transmitted to such persons as may from
11. time to time be designated by SSAACC by the 15th of each month
12. following the monthly pay period in which deductions were made.
13. The person designated shall disburse such monies to the appro-
14. priate association or associations.

15. 2. Each of the associations named above shall certify to the
16. Board in writing, the current rate of its membership dues. Any
17. association shall change the rate of its membership dues shall
18. give the Board written notice prior to the effective date of
19. such change.

20. 3. Each of the associations named above, once such monies
21. have been dispersed to such associations, shall save harmless
22. the College from any claims arising from any misapplication of
23. such monies.

ARTICLE XX

REPRESENTATION FEE

1. A. Under the authority of N.J.S.A. 34:13A-5.4, each member of the
2. bargaining unit who is not a member in good standing of the
3. Association on July 1, 1982 shall, except as set forth herein
4. below, be required, as a condition of employment, to become a
5. member of the Association or commence and maintain representation
6. payments equal to 85% of the total of regular membership dues,
7. initiation fees and assessments. The foregoing provision shall
8. apply to each member commencing on the 1st day of the month
9. following three (3) months of employment, or the 30th day following
10. the effective date of this provision, whichever is the later.
11. B. Deductions shall be made only in accordance with the provisions
12. of a Payroll Deduction Authorization Form, together with the
13. provisions of this Agreement. The Payroll Deduction Authorization
14. Form is set forth in Appendix C of this Agreement.
15. C. A properly executed copy of such payroll deduction
16. authorization for each bargaining unit member for whom the
17. Association membership dues or representation fee are to be
18. deducted hereunder shall be delivered to the Payroll Officer before
19. any payroll deductions are made. Deductions shall be made
20. thereafter only under Payroll Deduction Authorization Forms which
21. have been properly executed and are in effect. In the event an
22. employee refuses to authorize the deduction for representation fee,
23. the association shall forward a memo notifying the college of such

1. refusal. Any Payroll Deduction Authorization which is incomplete
2. or in error will be sent to the Treasurer of the Association.
3. D. Deductions under all properly executed Payroll Deduction
4. Authorization Forms shall become effective at the time the
5. application is tendered to the Payroll Office and shall be
6. deducted from the first (1st) pay period beginning after that
7. date and each pay period thereafter provided the bargaining unit
8. member has sufficient net earnings to cover such payment.
9. E. If an employee who is required to pay a representation fee
10. terminates his or her employment with the Board before the
11. Association has received the full amount of the representation
12. fee to which it is entitled under this Article, the Board will
13. deduct the unpaid portion of the fee from the last paycheck paid
14. to said employee during the membership year in question.
15. F. The Association agrees to indemnify and save Atlantic
16. Community College harmless against any and all claims, suits or
17. other forms of liability arising out of the deduction of money
18. for dues or the representation fee or from compliance with any
19. request for termination under this section.
20. G. The College will advise new employees in writing of their
21. obligations under this section.

ARTICLE XXI

SALARIES

1. A. Schedules

2. Salaries of all members of the unit covered by this Agree-
3. ment are set forth in Appendix A, B, C D, E and F which are
4. attached hereto and made a part hereof.

5. B. Longevity

6. A longevity increase of \$400 in base salary will be paid to
7. each employee on their anniversary date having completed seven
8. (7) years of service with an additional \$50.00 after eight years
9. and \$50.00 after nine (9) years of service for a total of \$500.

ARTICLE XXII

MISCELLANEOUS

1. A. Savings Clause

2. Except as this Agreement shall otherwise provide, all terms and
3. conditions of employment applicable on the signing date of this
4. Agreement to employees covered by this agreement as established
5. by the rules, regulations and/or policies of the Board in force
6. on said date, shall continue to be so applicable during the term
7. of this Agreement. Unless otherwise provided in this Agreement,
8. nothing contained herein shall be interpreted and/or applied so
9. as to eliminate, reduce nor otherwise detract from any employee
10. benefit existing prior to its effective date.

11. B. Separability

12. If any provision of this Agreement or any application of this
13. Agreement to any employee or group of employees is held to be
14. contrary to law, then such provision or application shall not be
15. deemed valid and subsisting, except to the extent permitted by
16. law, but all other provisions or applications shall continue in
17. full force and effect.

18. C. Compliance Between Individual Contract and Master Agreement

19. Any individual contract between the Board and an individual
20. employee, heretofore or hereafter executed, shall be subject to
21. and consistent with the terms and conditions of this Agreement.
22. If an individual contract contains any language inconsistent
23. with this Agreement, this Agreement, during its duration, shall
24. be controlling.

25.

1. D. Copies of Agreement

2. Sufficient copies of this Agreement shall be reproduced by
3. the Board and distributed to the Association President.

ARTICLE XXIII

DURATION OF AGREEMENT

1. This agreement shall be effective from July 1, 1984 and
2. shall continue in effective until June 30, 1987, unless the
3. Association and the Board mutually agree in writing to an
4. extension of its duration.

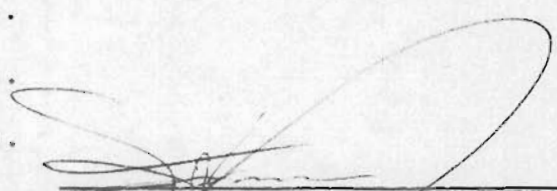
5.
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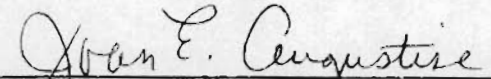
7. FOR THE BOARD:

FOR THE ASSOCIATION:

8.
9.

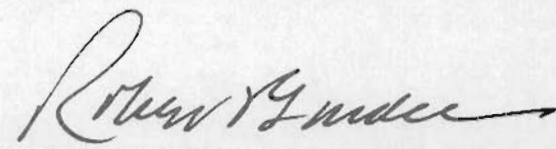
10.

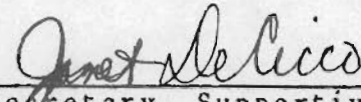
11. 
Chairperson, Board of
12. Trustees of Atlantic
Community College


11. President, Supportive
Staff Association of
12. Atlantic Community College

13.

14.

15. 
Secretary, Board of Trustees
16. of Atlantic Community College


15. Secretary, Supportive Staff
16. Association of Atlantic
Community College

17.

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19.

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24.

25.

10/19/84
Date

SUPPORTIVE STAFF ASSOCIATION OFFICERS

Joan E. Augustine, President

Babe Taylor, Vice-President

Gail Churchill, Treasurer

John Swanson, Membership Chairman

Negotiation Committee

Joan E. Augustine, President

Babe Taylor

Cecil Baughman

Louis Hanselman

APPENDIX A

SALARY RANGE

PROFESSIONAL AND SUPPORT STAFF

7/1/84 - 6/30/85

<u>TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>PROMOTIONAL INCREMENT</u>
Clerk Typist I Library Clerk I Reproduction Machine Operator I	1	\$8,434 - \$11,808	\$422
Cafeteria Cashier Child Care Assistant Inventory & Receiving Clerk I Keypunch Operator I	2	\$8,856 - \$12,398	\$443
Cafeteria Cook Clerk Steno I Clerk Typist II Library Clerk II Receptionist Clerk Switchboard Operator	3	\$9,299 - \$13,019	\$465
Account Clerk I College Field Representative I Inventory & Receiving Clerk II Keypunch Operator II Media Technician I Records Clerk Teacher Aide	4	\$9,764 - \$13,670	\$488
Branch Compus Receptionist Clerk Steno II College Receptionist GED Exam Proctor Library Technician Purchasing Assistant Reproduction Machine Operator II Testing Assistant I	5	\$10,252 - \$14,353	\$513
Account Clerk II Laboratory Assistant Media Technician Recorder	6	\$10,765 - \$15,071	\$538
Assistant Buyer Cafeteria Chef Computer Operator Coordinator Continuing Education Services Information Specialist Office Coordinator I Recruiter Advisor I Tutorial Program Assistant	7	\$11,303 - \$15,824	\$565

7/1/84 - 6/30/85

First Year

<u>TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>PROMOTIONAL INCREMENT</u>
Account Clerk III Media Technician III	8	\$11,868 - \$16,615	\$593
Job Technician Office Coordinator II	9	\$12,461 - \$17,445	\$623
Lab Stockroom Manager	10	\$13,084 - \$18,318	\$654
Programmer I Teacher, Child Care Testing Assistant II	11	\$13,737 - \$19,232	\$689
Teacher, ABE-GED Teacher, ABE-GED Spanish Teacher, Adult Education Teacher, ESL	12	\$14,424 - \$20,194	\$721
Admissions Assistant College Field Representative II Programmer II Recruiter/Advisor Vocational Advisor II	13	\$15,145 - \$21,203	\$757
Head Teacher Adult Learning Ctr.	14	\$15,902 - \$22,263	\$795
Programmer/Analyst	15	\$16,697 - \$23,275	\$835
Associate Program Specialist	16	\$17,535 - \$24,545	\$877

Effective July 1, 1984, an across-the-board raise of \$960.00 shall be granted. Employees hired after February 1, 1984, shall receive a prorated amount of the increase.

APPENDIX B

SALARY RANGE

PROFESSIONAL AND SUPPORT STAFF

7/1/85 - 6/30/86

<u>TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>PROMOTIONAL INCREMENT</u>
Clerk Typist I Library Clerk I Reproduction Machine Operator I	1	\$8,856 - \$12,398	\$443
Cafeteria Cashier Child Care Assistant Inventory & Receiving Clerk I Keypunch Operator I	2	\$9,299 - \$13,019	\$465
Cafeteria Cook Clerk Steno I Clerk Typist II Library Clerk II Receptionist Clerk Switchboard Operator	3	\$9,764 - \$13,670	\$488
Account Clerk I College Field Representative I Inventory & Receiving Clerk II Keypunch Operator II Media Technician I Records Clerk Teacher Aide	4	\$10,252 - \$14,353	\$513
Branch Campus Receptionist Clerk Steno II College Receptionist GED Exam Proctor Library Technician Purchasing Assistant Reproduction Machine Operator II Testing Assistant I	5	\$10,765 - \$15,071	\$538
Account Clerk II Laboratory Assistant Media Technician Recorder	6	\$11,303 - \$15,824	\$565
Assistant Buyer Cafeteria Chef Computer Operator Coordinator Continuing Education Services Information Specialist Office Coordinator I Recruiter Advisor I Tutorial Program Assistant	7	\$11,868 - \$16,615	\$593

7/1/85 - 6/30/86

Second Year

<u>TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>PROMOTIONAL INCREMENT</u>
Account Clerk III Media Technician III	8	\$12,461 - \$17,445	\$593
Job Technician Office Coordinator II	9	\$13,084 - \$18,318	\$654
Lab Stockroom Manager	10	\$13,737 - \$19,232	\$689
Programmer I Teacher, Child Care Testing Assistant II	11	\$14,424 - \$20,194	\$721
Teacher, ABE-GED Teacher, ABE-GED Spanish Teacher, Adult Education Teacher, ESL	12	\$15,145 - \$21,203	\$757
Admissions Assistant College Field Representative II Programmer II Recruiter/Advisor Vocational Advisor II	13	\$15,902 - \$22,263	\$795
Head Teacher Adult Learning Ctr.	14	\$16,697 - \$23,375	\$835
Programmer/Analyst	15	\$17,532 - \$24,545	\$877
Associate Program Specialist	16	\$18,409 - \$25,773	\$920

Effective July 1, 1985, an across-the-board raise of 8% shall be granted. Employees hired after February 1, 1985, shall receive a prorated amount of the increase.

APPENDIX C

SALARY RANGE

PROFESSIONAL AND SUPPORT STAFF

7/1/86 - 6/30/87

<u>TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>PROMOTIONAL INCREMENT</u>
Clerk Typist I Library Clerk I Reproduction Machine Operator I	1	\$9,299 - \$13,019	\$465
Cafeteria Cashier Child Care Assistant Inventory & Receiving Clerk I Keypunch Operator I	2	\$9,764 - \$13,670	\$488
Cafeteria Cook Clerk Steno I Clerk Typist II Library Clerk II Receptionist Clerk Switchboard Operator	3	\$10,252 - \$14,353	\$513
Account Clerk I College Field Representative I Inventory & Receiving Clerk II Keypunch Operator II Media Technician I Records Clerk Teacher Aide	4	\$10,765 - \$15,071	\$538
Branch Compus Receptionist Clerk Steno II College Receptionist GED Exam Proctor Library Technician Purchasing Assistant Reproduction Machine Operator II Testing Assistant I	5	\$11,303 - \$15,824	\$565
Account Clerk II Laboratory Assistant Media Technician Recorder	6	\$11,868 - \$16,615	\$593
Assistant Buyer Cafeteria Chef Computer Operator Coordinator Continuing Education Services Information Specialist Office Coordinator I Recruiter Advisor I Tutorial Program Assistant	7	\$12,461 - \$17,445	\$593

7/1/86 - 6/30/87

Third Year

<u>TITLE</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>PROMOTIONAL INCREMENT</u>
Account Clerk III Media Technician III	8	\$13,084 - \$18,318	\$654
Job Technician Office Coordinator II	9	\$13,737 - \$19,232	\$689
Lab Stockroom Manager	10	\$14,424 - \$20,194	\$721
Programmer I Teacher, Child Care Testing Assistant II	11	\$15,145 - \$21,203	\$757
Teacher, ABE-GED Teacher, ABE-GED Spanish Teacher, Adult Education Teacher, ESL	12	\$15,902 - \$22,263	\$795
Admissions Assistant College Field Representative II Programmer II Recruiter/Advisor Vocational Advisor II	13	\$16,697 - \$23,375	\$835
Head Teacher Adult Learning Ctr.	14	\$17,532 - \$24,545	\$877
Programmer/Analyst	15	\$18,409 - \$25,773	\$920
Associate Program Specialist	16	\$19,329 - \$27,061	\$966

Effective July 1, 1986, an across-the-board raise of \$800.00 shall be granted. Employees hired after February 1, 1986, shall receive a prorated amount of the increase.

Effective January 1, 1987, an across-the-board raise of \$650.00 shall be granted. Employees hired after August 1, 1986, shall receive a prorated amount of the increase.

APPENDIX D

SALARY GUIDE

PHYSICAL PLANT STAFF

7/1/84 - 6/30/85

<u>PAY GRADE</u>	<u>CLASSIFICATION</u>	<u>SALARY RANGE</u>
3	Custodian	\$9,299 - \$13,019
5	Security Guard I	\$10,252 - \$14,353
6	Groundworker I	\$10,765 - \$15,071
7	Security Guard II	\$11,303 - \$15,824
8	Groundworker II Utility Repairer I	\$11,868 - \$16,615
10	Utility Repairer II	\$13,084 - \$18,318

Effective July 1, 1984, an across-the-board raise of \$960 shall be granted. Employees hired after February 1, 1984 shall receive a prorated amount of the increase.

An employee promoted to a higher classification shall receive a promotional increase of 10% above base rate.

The "Lead Night Custodian" shall receive \$10.00 per week as extra duty and responsibility compensation for so long as required to fulfill such.

APPENDIX E
PHYSICAL PLANT STAFF
SALARY GUIDE
7/1/85 - 6/30/86

<u>PAY GRADE</u>	<u>CLASSIFICATION</u>	<u>SALARY RANGE</u>
3	Custodian	\$9,764 - \$13,670
5	Security Guard I	\$10,765 - \$15,071
6	Groundworker I	\$11,303 - \$15,824
7	Security Guard II	\$11,868 - \$16,615
8	Groundworker II Utility Repairer I	\$12,461 - \$17,445
10	Utility Repairer II	\$13,737 - \$19,232

Effective July 1, 1985, an across-the-board raise of 8% shall be granted. Employees hired after February 1, 1985 shall receive a prorated amount of the increase.

An employee promoted to a higher classification shall receive a promotional increase of 10% above base rate.

The "Lead Night Custodian" shall receive \$10.00 per week as extra duty and responsibility compensation for so long as required to fulfill such.

APPENDIX F
 PHYSICAL PLANT STAFF
 SALARY GUIDE
 7/1/86 - 6/30/87

<u>PAY GRADE</u>	<u>CLASSIFICATION</u>	<u>SALARY RANGE</u>
3	Custodian	\$10,252 - \$14,353
5	Security Guard I	\$11,303 - \$15,824
6	Groundswoker I	\$11,868 - \$16,615
7	Security Guard II	\$12,461 - \$17,445
8	Groundswoker II Utility Repairer I	\$13,084 - \$18,318
10	Utility Repairer II	\$14,424 - \$20,194

Effective July 1, 1986, an across-the-board raise of \$800 shall be granted. Employees hired after February 1, 1986 shall receive a prorated amount of the increase. Effective January 1, 1987, an across-the-board raise of \$650 shall be granted. Employees hired after August 1, 1986 shall receive a pro-rated amount of the increase.

An employee promoted to a higher classification shall receive a promotional increase of 10% above base rate.

The "Lead Night Custodian" shall receive \$10.00 per week as extra duty and responsibility compensation for so long as required to fulfill such.

APPENDIX G

ATLANTIC COMMUNITY COLLEGE

PAYROLL DEDUCTION AUTHORIZATION

I, _____, hereby authorize Atlantic Community College to deduct from my earnings each biweekly payroll period the amount indicated and to remit this deduction to the appropriate organization.

Purpose of Deduction: / / Dues / / Representation Fee

Organization: / / Education Association / / ACCOSAP

/ / SSAACC

Amount of Deduction: \$ _____ (Under authority of NJSA 34:13A-5,4.) Representation fee equal to 85% of regular membership dues. Deduction becomes effective at the time application is tendered to the Payroll Office with deductions effective the 1st pay period after that date.

Dated _____ Employee's Signature _____

STATE OF TEXAS

COUNTY OF DALLAS

Know all men by these presents, that _____

of the County of Dallas, State of Texas, do hereby certify that _____

is the true and correct copy of the _____

Witness my hand and seal of office this _____ day of _____

1950.

Notary Public

My commission expires on _____
