

Contract no. 70

LIBRARY  
INSTITUTE OF MANAGEMENT

OCT 8 1991

RUTGERS UNIVERSITY

**Agreement  
Between  
Board of Trustees  
of  
Camden County College  
and  
Association of  
Administrative Personnel**

**July 1, 1991 - June 30, 1994**

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AGREEMENT BETWEEN

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

AND

The Association of Administrative Personnel of Camden County College.

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

WITNESSETH:

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

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

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

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

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

## ARTICLE 1

### RECOGNITION

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

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

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

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

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

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

3. Credit for previous military service shall be computed in accordance with N.J.S.A. 18A:29-11.

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

Upon written notification from the Association President, the College will deduct from non-association employee(s) represented by this bargaining unit, a representation fee equal to eighty-five percent (85%) of the annual dues for Association members.

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

The Association Treasurer will determine the amount of the dues to be paid by payroll deduction. The Association shall indemnify, defend and save the College harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the College in reliance upon deduction authorization forms submitted.

F. All references to Association members shall apply to all members of the bargaining unit.

## ARTICLE 2

### ASSOCIATION AND RIGHTS

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

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

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

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

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

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

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

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

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

### ARTICLE 3

#### CONDITIONS OF EMPLOYMENT

A. Unit members are responsible for the completion of all tasks assigned to them and are evaluated accordingly. While the normal work hours are 8:30 a.m. to 4:30 p.m. with one (1) hour for lunch and the normal work week is thirty-five (35) hours (the normal work hours for the period June 1st through August 31st shall be 8:30 a.m. to 4:00 p.m. with one (1) hour for lunch), it is recognized that Unit members are required to perform services that may be beyond that which would normally be accomplished within the usual work week. Within the context of a five-day work week and a seven-hour work day, professional staff members may, with the approval of the appropriate Dean, adopt flexible work hours. In situations when overtime is authorized, compensatory time shall accrue on an hour-for-hour basis, and should be used within ninety (90) days from the date it was earned. Approval for use of compensatory time will be at a time mutually convenient for the unit member and the immediate supervisor.

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

B. Overload

Qualified Association members whose background and experience, as determined by the Dean of the Academic Discipline, and the President of the College, qualify them for teaching at the junior college level shall be given consideration for overload teaching. Such qualifications necessary to teach the course will be stated in writing, and will be available to Association members upon request from the appropriate Dean's office. Overload positions shall be assigned by the Dean of the Academic Discipline/Program subject to the approval of the College President. No Association member shall be assigned more than one (1) overload per semester. An Association member may agree to accept a maximum of two (2) overloads per semester. Voluntary overloads shall be at the discretion of the College and payment shall be at the prevailing rate for the Faculty Association.

C. Attendance at College Functions

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

D. Transfer

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

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



E. College Closings

If roads and/or weather conditions are deemed unsafe by the Administration and classes are cancelled, or if the College is closed for any other reason, Association members who staff administrative and academic offices will not be required to report for work that day. Further, any Association member on vacation for any such day will not be charged vacation for any such day.

F. Field Trips

The College shall provide travel-accident-liability insurance in the amount of \$250,000/\$500,000 whenever an Association member is requested to drive on college business, and also be reimbursed for mileage and other appropriate expenses as per current college policy.

G. Job Descriptions

1. If an administrative employee's duties and responsibilities are changed so that he/she assumes additional charges not specified in the original job description which exceeds ninety (90) days, said employee may be eligible for job reclassification. Criteria that may be utilized in determining reclassification include, but are not limited to:

- a. Additional number of employees supervised.
- b. Additional budget responsibilities.
- c. Additional duties not in the original job description.

2. Procedure

If an administrative employee determines that additional duties and responsibilities have been made, he/she may request a reclassification by putting into writing such request to:

- a. The immediate supervisor, who sends the request with his/her recommendation to
- b. the appropriate Dean, who sends the request with his/her recommendation to
- c. the College President.

3. The College will respond as to the disposition of the classification request in writing within a forty-five (45) day calendar period.

4. Upon reclassification, an employee's salary will be adjusted accordingly.

5. The President of the Association will be notified by the Office of Personnel and Labor Relations of reclassifications.

#### H. Vacancies

Whenever full or part-time administrative or supervisory or technical openings or vacancies occur during the year in the college administration, notice of such position(s) shall be posted and distributed to all Association members to provide appropriate and reasonable opportunity to apply for the position(s). Such posting notice shall include the deadline date for application. Upon request to the Dean of Personnel and Labor Relations, prospective applicants shall be given a copy of the job description which will include responsibilities, qualifications and salary offered. Vacancies must be posted ten (10) days in-house before advertizing outside the College. Written notification of the final disposition will be provided within five (5) working days after Board action for in-house Association applicants.

#### I. Acting Positions

No Association member shall be required to serve in an acting position for a period longer than six (6) months. After six (6) months Acting positions must be posted and formal hiring procedures followed.

J. Sexual/Racial Harassment

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

K. Reduction in Force

Subject to the sole approval of the College President and for the purpose of retention of employment in the event of a reduction in size of the Association, the affected person may exercise his seniority by displacing the most junior person in a department(s), field(s), or classification for which the senior person is qualified. The salary for the Association member in his/her new position will be negotiable. No Association member shall be displaced if it is possible to provide him with full-time employment through the elimination of part-time teaching faculty and or overloads, provided the Association member qualifies for Faculty Rank.

L. Support Staff Selection

Applicants for supportive staff positions will be interviewed by the immediate supervisor in advance of the official appointment. The basic purpose of the interview will be to provide the immediate supervisor with an opportunity to delineate the specific job responsibilities and expectations that the applicant will have to satisfy.

It will be the responsibility of the immediate supervisor to complete a performance appraisal form at the end of the probationary period and forward same to the Personnel Office. Further, the supervisor will provide the candidate with a photocopy of the appraisal form at the time it is completed.

## ARTICLE 4

### ADMINISTRATIVE BENEFITS

#### A. Paid Leaves of Absence

##### 1. Annual Vacation

a. Association members shall earn one and three-quarters (1-3/4) days paid vacation for each month of service per contract year. Association members after ten (10) or more years service at the College shall earn two (2) days paid vacation for each month of service per contract year. An Association member may use his/her earned vacation time during the contract year in which the vacation time was earned or he/she has the option to use his/her vacation time in total or in part in the succeeding year with the understanding of the immediate supervisor and the College President.

b. If necessary, Association members may have the period from July 1 to October 31, to use any earned vacation time that was not used prior to the end of the contract year, on June 30. However, after October 31, an Association member will only be able to carry one (1) year of accumulated vacation time forward into the new contract year. Under extraordinary circumstances and with the sole approval of the immediate supervisor, an extension in the period of time within which the days are to be utilized may be granted.

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

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

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

## 2. Sick Leave

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

b. Sick leave shall be earned at the rate of one (1) day for each full calendar month of employment (generally twelve (12) days per contract year). Sick leave shall be cumulative. Upon retirement from the service of Camden County College, or after twenty (20) years service for employees who resign or terminate in good standing as confirmed by the New Jersey Public Employee Retirement System or the Alternate Benefit Program, an Association member shall receive a lump sum payment equal to \$50.00 per day up to a maximum of 50% of unused accumulated sick days with the provision that:

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

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

### 3. Sick Bank

Sick Leave Bank - a voluntary sick leave bank will be established for use by administrators who have suffered an extended disability and or catastrophic illness and have exhausted their own sick and personal leave. The bank will be administered by a committee of two (2) administrators appointed by the College President and one (1) administrator appointed by the Association.

a. At the end of each fiscal year, all administrators may contribute unused sick days which are in excess of their entitlement of twelve (12) days per year for personal illness.

b. In order to be eligible to use the sick leave bank, an administrator must have contributed at least two (2) days within the prior two (2) fiscal years to the bank. Exceptions may be considered in extraordinary circumstances at the discretion of the College President. An administrator must also have at least one (1) continuous year of employment.

c. The total sick leave bank shall not exceed one thousand (1,000) days. An administrator must contribute to the bank in order to maintain his/her eligibility, even when such contribution would cause the bank to exceed the maximum of 1,000 days. In that case, the contribution of sick days will be recorded, but the bank limit will remain at 1,000 days.

d. An eligible administrator may present a claim to the Personnel Office for additional sick leave from the bank after all accrued sick and personal leave time is exhausted. Upon presenting such a claim, the administrator must present a medical certificate signed by a licensed physician indicating the nature of the illness or injury, an indication of when the period of disability began, and, if possible, when it is expected that the employee will be able to return to normal duties. The Board reserves the right to employ a physician of its own choosing to render a second opinion.

e. Claims for sick leave from the bank may not be made for illness or injury resulting from a job-related condition which falls under the worker's compensation laws.

f. Claims for sick leave from the bank may not be made during the time when the employee is eligible for disability benefits.

g. No administrator may claim more than ninety (90) days from the bank in any twelve (12) month period. Once an administrator has used a total of ninety (90) days during any twelve (12) month period, he/she is not eligible for further withdrawals from the bank until he/she has worked twelve (12) additional months of continuous service.

Administrators whose claims are validated using the above criteria will be paid as follows:

<u>Years of Continuous Service</u>	<u>% of Salary Paid</u>
2 to 3 years	50%
4 to 5 years	70%
6 or more years	80%

4. Bereavement

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

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

5. Family Illness

In case of serious illness of a member of the employee's household, determination of eligibility for leave with pay shall be left to the discretion of the President. Additionally, the College will comply with the provisions that are embodied in the Family Leave Act.

6. Personal Leave

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

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

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

7. Holidays

The members of the Association shall be excused from work with pay on those days set as college-wide holidays.



The College agrees to pay each eligible employee for each of the following holidays:

1. July 4th
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving Day
5. Christmas Eve Day through/and including New Year's Day
6. Martin Luther King's Birthday
7. Good Friday
8. Easter Monday
9. Memorial Day
10. The College will designate the period between December 26 and December 30 as a holiday recess.

College employees who work for an externally funded program which deals with or directly serves county and/or Social Service Agencies and whose holiday schedule differs from that of the College will be bound by the holiday schedule of the County or Social Service Agency they serve.

8. Jury Duty

If an Administrator is required to perform jury duty, he/she will be granted leave with pay. All per diem compensation received from the State or County will be returned to Camden County College.

B. Unpaid Leaves of Absence

1. Professional Leave

A leave of absence of one (1) year may be granted by the Board of Trustees to any Association member upon formal application for the purpose of advanced study if in the opinion of the Board such study shall benefit the College as well as the individual. The Board may extend such leave beyond the one (1) year

limit. Upon return from such leave, an Association member shall be placed at the same position on the salary schedule on which he/she would have been placed had he/she worked in the College during such period.

2. Exchange Teaching and Administrative Service

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

3. Service in Professional Organizations

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

4. Child-Rearing Leave

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

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

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

- a. The Association member cannot produce a certification from her physician stating she is medically able to continue performing her duties, or
- b. the Board's Chief Medical Officer and the Association member's physician agree that she cannot continue performing her duties or if,
- c. following a difference of medical opinion between the Board's Chief Medical Officer and the Association member's physician the Board may request expert consultation in which case the two physicians shall agree in good faith on a third impartial physician who shall examine the association member and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue working.

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

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

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

5. Admission to Courses

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

6. Tuition Reimbursement

Upon successful completion ("C" or better) of a course, Association members may be reimbursed for tuition and fees up to an amount per credit that does not exceed the prevailing rate per credit at Rutgers University for in-state students, or at fifty percent (50%) of the existing rate of the institution the Association member is attending, whichever is the greater amount. The employee can be reimbursed for a maximum of fifteen (15) credits or its equivalent during the period between July 1 and June 30, each year. There will be a different reimbursement rate for undergraduate course(s) than for graduate course(s) in accordance with the respective tuition rates at Rutgers University. Reimbursement provisions will also be applicable to workshops and seminars.

The College will reimburse Association members for the Transfer Credit Evaluation Fee, the Annual Enrollment Fee and Tuition Fees assessed by Edison State College.

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

7. Professional Improvement and Membership

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

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

8. Sabbatical Leave

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

a. An Association member must have been in the full-time employment of the College for five (5) consecutive years.

b. Application shall be made to the Association Professional Standards Committee.

c. A maximum of 5% of the Association may be on Sabbatical in any one academic year.

d. An Association member must wait at least five (5) consecutive years after taking sabbatical leave before he is eligible for another sabbatical leave.

e. Compensation during the leave shall be

1. full salary for one (1) semester

2. half salary for two (2) semesters

3. full salary for two (2) semesters with the Association member working one-half of their scheduled hours, subject to the approval of the President.

f. the recipient retains all rights and privileges and benefits of regular employment. The recipient may accept a grant, a fellowship, or similar monies usually identified with education.

g. Acceptance of sabbatical leave obligates the recipient to return to the College for at least one (1) year.

### C. Insurance Programs

1. The Board shall provide without cost to the Association member full family health care insurance benefits under the New Jersey State Health Benefits Program (New Jersey Blue Cross, including Rider J and Major Medical or a comparable plan as well as any other health care program approved by the State Health Benefits Program). The Board shall provide a prescription plan (\$2.00 per prescription) and a dental plan (New Jersey Dental Service Plan/Delta Plan) for each employee, spouse and the employee's unmarried eligible dependents.

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

D. Disability

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

E. Wellness Program

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

F. Human Resource Development

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

The Association will work with Management to select appropriate educational training and development programs for its membership.

**ARTICLE 5**

**GRIEVANCE PROCEDURE**

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

this Agreement or any existing rule, order or regulation of the Board of Trustees. Non-contractual grievances shall also apply and be adjudicated through this process. In the event that an Association member or a group of Association members, or the Association believe they have a basis for a grievance he/she or they shall:

Step One

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

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

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

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



4. Step Three - Within fifteen (15) working days after receipt of the decision of the President of the College, an appeal may be made by the grievant and the authorized Association representative to the American Arbitration Association for arbitration under its rules. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on evidence not previously disclosed to the other party. The arbitration shall have no power to alter, add to or subtract from or modify this Agreement. Both parties agree to be bound by the award of the arbitrator and the decision of the arbitrator shall be final and binding on both parties.

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

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

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

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

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

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

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

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

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

**ARTICLE 6**

**CONTRACTS AND DISMISSALS**

**A. Contracts**

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

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

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

After five (5) years of employment, the employee is entitled to a full year's notice of non-reappointment. After ten (10) years, he is entitled to fifteen (15) months' notice, and after fifteen (15) years, he is entitled to eighteen (18) months' notice. After twenty (20) years, employee is entitled to twenty-one (21) months' notice.

**B. Discharge Procedure**

No employee may be suspended, disciplined, or dismissed without just cause as prescribed by law.

ARTICLE 7

PROFESSIONAL COMPENSATION

A. Salary Payment

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

B. Summer and Evening Session Salaries

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

C. Overload and Part-Time Compensation

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

D. Employees who have not been employed at the College for a full twelve (12) months prior to a schedule salary increase, will receive a prorated increase based on the number of months of service.

The following schedule will be utilized for all new employees hired after July 1, 1991 to determine the amount of their prorated increase in base salary:

<u>DATE OF HIRE</u>	<u>1992-93 % INCREASE</u>	<u>DATE OF HIRE</u>	<u>1993-94 % INCREASE</u>
July 1991	8.000%	July 1992	8.000%
August 1991	7.326%	August 1992	7.326%
September 1991	6.666%	September 1992	6.666%
October 1991	5.994%	October 1992	5.994%
November 1991	5.328%	November 1992	5.328%
December 1991	4.662%	December 1992	4.662%
January 1992	3.996%	January 1993	3.996%
February 1992	3.332%	February 1993	3.332%
March 1992	2.664%	March 1993	2.664%
April 1992	1.998%	April 1993	1.998%
May 1992	1.332%	May 1993	1.332%
June 1992	.666%	June 1993	.666%

## ARTICLE 8

### EVALUATIONS

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

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

C. Information to be considered shall include:

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

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

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

F. All written evaluation materials and attachments shall be placed in the individual's personnel file with a copy provided to the employee.

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

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

## ARTICLE 9

### PERSONNEL FILES

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

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

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

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

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

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

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

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

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

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

The Board agrees to protect the confidentiality of the Personnel files, personal references, academic credentials, and other similar documents. It shall not establish any separate personnel file which is not available for the Association member's inspection except for pre-employment interviews and references which shall not be part of the Association member's regular personnel file but shall be kept in a separate locked file.

#### ARTICLE 10

##### SALARY ADJUSTMENT/MERIT PROCESS

All recommendations for salary adjustment and/or merit will be reviewed by the Professional Standards Committee. The Association component of the Committee will consist of the Association President and four (4) elected Association members whose recommendation will be made directly to the College President.

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

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

B. Procedure:

1. A completed application packet (see Appendix II and III) will be presented to the Professional Standards Committee no later than May 1st.

2. An eligible Association member may be recommended for salary adjustment by:

- a. the unit member
- b. Supervisor
- c. An employee of the College

3. A letter of intent must be submitted by the individual initiating the recommendation to the Chairperson of the Professional Standards Committee. Failure to comply could result in a processing delay.

4. The Professional Standards Committee will review all requests. Recommendations for support or non-support (with explanation) will be made to the President of the College. The Professional Standards Committee will notify each applicant of their recommendation no later than June 1st of the academic year.

5. The President shall evaluate all requests for salary adjustment and make his recommendation to the Board of Trustees. The Board's decision is final.

6. Individuals who are recommended by the President for a salary adjustment will be notified by his office at the time the recommendation is approved by the Board.

C. An Association member who is recommended for a salary adjustment as a result of application to the Professional Standards Committee will receive a 5% increase in base salary.

## MERIT

### A. Criteria for selection:

Criteria for Merit increase shall include, but not be limited to:

1. Extended service to the College
2. Professional Activity
3. Exceptional performance

### B. Procedure:

1. An eligible Association member may be recommended for a Merit award by:

- a. The unit member
- b. Supervisor
- c. An employee of the College

2. A completed application packet, including a cover sheet and a letter of intent (see Appendix II and III) must be submitted by the individual to the Chairperson of the Professional Standards Committee no later than April 1st. Failure to comply could result in a processing delay.

3. The Professional Standards Committee will review all requests. Recommendations for support or non-support will be made to the President of the College. The Professional Standards Committee will notify each applicant of their recommendation no later than May 1st of the academic year.

4. The President shall evaluate all requests and make his recommendation to the Board of Trustees. The Board's decision is final. Individuals who are recommended by the President for a Merit award will be notified by his Office at the time the recommendation is approved by the Board.

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



## ARTICLE 11

### MISCELLANEOUS

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

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

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

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

ARTICLE 12

COMPENSATION

ADMINISTRATIVE ASSOCIATION CONTRACT  
JULY 1, 1991 TO JUNE 30, 1994

CRITERIA FOR PLACEMENT  
ON SALARY SCHEDULE

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

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

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

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

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

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

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

ARTICLE 13

A. Salary Schedule

I. ACADEMIC SUPPORT

	ONE	TWO (+ \$600)	THREE (+ \$900)	FOUR (+ \$1200)	FIVE (+ \$1500)
Coordinator - Basic Math Skills	28660	29260	30160	31360	32860
Director - Partners with Students	26000	26600	27500	28700	30200
Counselor - Partners with Students	24750	25350	26250	27450	28950
Coordinator - Dental Assisting	23935	24535	25435	26635	28135
Admin.Asst. - Allied Health	24250	24850	25750	26950	28450
Admin.Asst. - Liberal Studies	24250	24850	25750	26950	28450
Director of IRC	36450	37050	37950	39150	40650
Assistant Librarian	33065	33665	34565	35765	37265
Periodicals Librarian	30715	31315	32215	33415	34915
Reference Librarian	30715	31315	32215	33415	34915
Director, Audio/Visual Aids	29290	29890	30790	31990	33490
Director, Clinical Lab Sciences	29290	29890	30790	31990	33490
Coordinator, Automotive Technology	33065	33665	34565	35765	37265
Instructor, Automotive Technology	26015	26615	27515	28715	30215
Learning Disabilities/Teacher Consultant	24750	25350	26250	27450	28950
Director of Cooperative Education	26000	26600	27500	28700	30200
Director of E.O.F.	26000	26600	27500	28700	30200
Counselor E.O.F.	31275	31875	32775	33975	35475
Director, Hearing Impaired Program	26000	26600	27500	28700	30200
Lead Interpreter	22000	22600	23500	24700	26200
Interpreter	20000	20600	21500	22700	24200
Technical Instructor/CIM	25750	26350	27250	28450	29950
Asst. Director - Hearing Impaired Prog.	24500	25100	26000	27200	28700
Job Developer/Coord.Voca.Evaluation	24500	25100	26000	27200	28700

SALARY SCHEDULE  
1991-94

II. ADMINISTRATIVE SERVICES

	ONE	TWO (+ \$600)	THREE (+ \$900)	FOUR (+ \$1200)	FIVE (+ \$1500)
Nurse	27400	28000	28900	30100	31600
Computer Operations Supervisor	33030	33630	34530	35730	37230
Senior Programmer	26450	27050	27950	29150	30650
Programmer	22990	23590	24490	25690	27190
Operator/Scheduler	22990	23590	24490	25690	27190
Administrative Assistant/Camden Center	22990	23590	24490	25690	27190
Evening/Weekend Director	34170	34770	35670	36870	38370
Asst. to Evening/Weekend Director	30000	30600	31500	32700	34200
Administrative Assistant/Evening/Weekend	24250	24850	25750	26950	28450
Director of Student Accounts Receivable	26455	27055	27955	29155	30655
Director Purchasing & Auxiliary Services	32340	32940	33840	35040	36540
Administrative Assistant - Bookstore	24250	24850	25750	26950	28450
Director, Training and Development	27335	27935	28835	30035	30535
Corporate Center Training Manager	25000	25600	26500	27700	29200
Project Leader - Corporate Center	23000	23600	24500	25700	27200
Facilities Project Assistant	24250	24850	25750	26950	28450

SALARY SCHEDULE  
1991-94

III. STUDENT DEVELOPMENT

	ONE	TWO (+ \$600)	THREE (+ \$900)	FOUR (+ \$1200)	FIVE (+ \$1500)					
Coordinator/Director	36450	60140	37050	61130	37950	62615	39150	64595	40650	67070
Assistant Director	28695	47350	29295	48335	30195	49820	31395	51800	32895	54275
Registrar	36450	60140	37050	61130	37950	62615	39150	64595	40650	67070
Assistant Registrar	28695	47350	29295	48335	30195	49820	31395	51800	32895	54275
Counselor	31275	51605	31875	52595	32775	54075	33975	56060	35475	58535
Advisor I	23305	38455	23905	39445	24805	40930	26005	42905	27505	45385
Advisor II	25000	41250	25600	42240	26500	43725	27700	45705	29200	48180
Advisor III	27000	44550	27600	45540	27500	45375	28700	47355	30200	49830
Advisor - Student Activities	22990	37930	23590	38925	24490	40405	25690	42390	27190	44865
Administrative Asst.-Women in Transition	24250	40000	24850	41000	25750	42485	26950	44465	28450	46940
Administrative Asst.-Admissions Office	24250	40000	24850	41000	25750	42485	26950	44465	27450	46940
Coordinator - Community Arts Program	26500	33380	27100	44715	28000	46200	29200	48180	30700	50655
Group Teacher - Child Care Center	17000	21415	17600	29040	18500	30525	19700	32505	21200	34980
Lead Teacher - Child Care Center	18000	22675	18600	30690	19500	32175	20700	34155	22200	36630

SALARY SCHEDULE  
1991-94

IV. TECHNICAL SUPPORT

	ONE	TWO (+ \$600)	THREE (+ \$900)	FOUR (+ \$1200)	FIVE (+ \$1500)					
Allied Health	22925	37825	23525	38815	24425	40300	25625	42280	27125	44755
Animal Science	22925	37825	23525	38815	24425	40300	25625	42280	27125	44755
Art	22925	37825	23525	38815	24425	40300	25625	42280	27125	44755
Athletics	22925	37825	23525	38815	24425	40300	25625	42280	27125	44755
Biology	22925	37825	23525	38815	24425	40300	25625	42280	27125	44755
Chemistry	22925	37825	23525	38815	24425	40300	25625	42280	27125	44755
Computer Applications/Training	22925	37825	23525	38815	24425	40300	25625	42280	27125	44755
Computer Graphics	22925	37825	23525	38815	24425	40300	25625	42280	27125	44755
Micro Computer/Workstation	22925	37825	23525	38815	24425	40300	25625	42280	27125	44755
Mechanical/Automotive	22925	37825	23525	38815	24425	40300	25625	42280	27125	44755
Media Technology	22925	37825	23525	38815	24425	40300	25625	42280	27125	44755
Ophthalmic Science	22925	37825	23525	38815	24425	40300	25625	42280	27125	44755
Physical Education/Facilities	22925	37825	23525	38815	24425	40300	25625	42280	27125	44755
Physics	22925	37825	23525	38815	24425	40300	25625	42280	27125	44755

SALARY SCHEDULE  
1991-94

V. SPECIALISTS

	ONE	TWO (+ \$600)	THREE (+ \$900)	FOUR (+ \$1200)	FIVE (+ \$1500)
Audio Visual Aids	25500	26100	27000	28200	29700
CTM/Physics	42160	43065	44550	46530	49005
Computer Systems Manager/Instructor	25500	26100	27000	28200	29700
Curriculum Development	43725	44715	46200	48180	50655
ESL	24500	25100	26000	27200	28700
Job Placement	40425	41415	42900	44880	47355
Learning ABE/GED	24500	25100	26000	27200	28700
LEOT	39190	40175	41660	43640	46115
Placement Testing/Peer Tutoring	24250	24850	25750	26950	28450
Hearing Impaired Program	25500	26100	27000	28200	29700
Interpreter Training Program	42160	43065	44550	46530	49005
Radiology	24250	24850	25750	26950	28450
Reading	23500	24100	25000	26200	27700
Software Support	38775	39765	41250	43230	45705
Technical/Automotive	23500	24100	25000	26200	27700
Writing	25500	26100	27000	28200	29700
Corporate Center Program Development	42160	43065	44550	46530	49005
	24250	24850	25750	26950	28450
	24000	24600	25500	26700	28200
	25000	25600	26500	27700	29200
	41250	42240	43725	45705	48180
	24250	24850	25750	26950	28450
	24000	24600	25500	26700	28200
	39600	40590	42075	44055	46530
	24250	24850	25750	26950	28450
	38000	41000	42485	44055	46530
	24000	24600	25500	26700	28200
	39600	40590	42075	44055	46530
	24250	24850	25750	26950	28450
	38000	41000	42485	44055	46530
	24000	24600	25500	26700	28200
	39600	40590	42075	44055	46530

SALARY SCHEDULE  
1991-94

VI. REACH

	ONE	TWO (+ \$600)	THREE (+ \$900)	FOUR (+ \$1200)	FIVE (+ \$1500)
Director of Case Management	32250	32950	33850	35050	36550
Senior Case Manager	24000	24600	25500	26700	28200
Lead Case Manager	23000	23900	24800	26000	27500
Case Manager	22250	22850	23750	24950	26450
Case Management Case Controller	22000	22600	23500	24700	26200
Monitor/Planning Aide	23750	24350	25250	26450	27950
GED Teacher/Counselor	23750	24350	25250	26450	27950
GED Teacher	22500	23100	24000	25200	26700
Operations Specialist	21500	22100	23000	24200	25700
Computer Systems Coordinator	22250	22850	23750	24950	26450
Program Specialist	23000	23600	24500	25700	27200
Lead Case Manager Technician	21000	21600	22500	23700	25200
Case Manager Technician	20000	20600	21500	22700	24200



B. There will be an 8% salary adjustment per unit member for each year of the Agreement.

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

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

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

D. A salary and level adjustment will be made upon the submission of documentation of educational attainment beyond the stipulated requirement for the employee's current salary level.

E. No bargaining unit member will be capped during the period from July 1, 1991 to June 30, 1994.

F. All new bargaining unit positions created during the 1988-91 period are to be added to the Salary Schedule.

#### ARTICLE 14

##### DURATION OF AGREEMENT

This agreement including its appendix shall be effective as of July 1, 1991, and shall continue in effect until June 30, 1994. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

Appendix I

GRIEVANCE PROCEDURE FORM

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

TITLE: \_\_\_\_\_

LENGTH OF TIME IN CURRENT POSITION \_\_\_\_\_

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

REASON FOR GRIEVANCE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE REVIEWED BY ASSOCIATION GRIEVANCE COMMITTEE: \_\_\_\_\_

HAS MATTER BEEN DISCUSSED WITH APPROPRIATE DEAN OR SUPERVISOR (Y/N) \_\_\_\_\_

RECOMMENDED ACTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

COVER SHEET

NAME OF APPLICANT: \_\_\_\_\_

PRESENT TITLE: \_\_\_\_\_

RECOMMENDATION FOR: (circle one)

1. Merit Award
2. Sabbatical
3. Salary Adjustment

APPLICATION CHECKLIST:

1. Cover Sheet (w/signatures)
2. Narrative
3. Letters of Recommendation
4. Letter of Intent to Immediate Supervisor/Dean (Sabbatical only)

SUBMITTED BY: \_\_\_\_\_

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

RECEIVED BY IMMEDIATE SUPERVISOR: \_\_\_\_\_

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

RECEIVED BY DEAN: \_\_\_\_\_

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

Appendix III

LETTER OF INTENT TO SUBMIT AN APPLICATION

Recommendation for: (circle one)

1. Merit Award
2. Salary Adjustment

A recommendation for the above category will be submitted for

\_\_\_\_\_ by \_\_\_\_\_.

Date: \_\_\_\_\_

PLEASE COMPLETE THIS FORM AND RETURN TO THE CHAIRPERSON OF THE PROFESSIONAL STANDARDS COMMITTEE BY THE DEADLINES SPECIFIED IN GUIDELINES.

CAMDEN COUNTY COLLEGE  
BOARD OF TRUSTEES

CAMDEN COUNTY COLLEGE  
ASSOCIATION OF  
ADMINISTRATIVE PERSONNEL  
NEGOTIATING TEAM

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

BY: Maralyn Mason  
Maralyn Mason, President

BY: Donald E. Beineman  
Dr. Donald Beineman, Vice Chairman

BY: David Chojnacki  
David Chojnacki, Vice President

BY: Dr. Joan Krivy  
Dr. Joan Krivy, Secretary

BY: Dennis Ferry  
Dennis Ferry, Director of  
Admissions and Recruitment

BY: Reginald Stevenson  
Reginald Stevenson, Treasurer

BY: Frances Burns  
Frances Burns, Computer  
Applications Training Technician

BY: Edward Morales  
Edward Morales, Director of  
Special Services

COLLEGE NEGOTIATING TEAM

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

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

BY: Robert King  
Robert King, Director  
Management Information Systems

November 6, 1991  
DATE SIGNED

November 6, 1991  
DATE SIGNED