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AGREEMENT
BETWEEN
BOARD OF TRUSTEES
AND
ASSOCIATION OF ADMINISTRATIVE PERSONNEL

LIBRARY
Institute of Management and
Labor Relations

77
RUTGERS UNIVERSITY

CAMDEN COUNTY COLLEGE

BLACKWOOD, NEW JERSEY

1975-1977

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AGREEMENT BETWEEN

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

5. AND

6. Camden County College Association of Administrative Personnel at
7. Camden County College.

8. This Agreement entered into this Second Day of December,
9. 1975 by and between the Camden County College, hereinafter called
10. the Board, and the Camden County College Administrative Personnel
11. Association, hereinafter called the Association.

12. WITNESSETH:

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

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

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

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

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

3. ARTICLE 1

4. Recognition:

5. A. The Board hereby recognizes the Camden County College
6. Association of Administrative Personnel as the exclusive negotiating
7. representative as defined in New Jersey Public Law of 1974,
8. Chapter 123, for full-time administrators presently employed by the
9. Board. The term Association as herein used shall apply to those
10. positions listed below:

11. Librarians	Counselor - Administrator
12. Counselors	Acting Director of Communications Center
13. Director of Student Activities	Director of Project Upward Bound
14. Director of Admissions	Director of Day Care Center
15. Director of Audio-Visual Aids	Veterans Coordinator
16. Director of Financial Aid-E.O.F.	Audio Visual Media Specialist
17. Director of Placement & Transfer	Computer Specialist
18. Director of Information Services	Community & Agency Liaison Rep.
19. Registrar	Director of Learning Skills Center(Camden)
20. Peer Group Counselor	Director of Human Services

21. B. The Board agrees not to negotiate with any full-time
22. administrative member listed above or with any administrative organi-
23. zation representing these positions other than the Association for
24. the duration of this Agreement.

25. ARTICLE 2

26. ASSOCIATION AND RIGHTS

27. A. Pursuant to Public Laws of 1974, Chapter 123 of the

1. State of New Jersey, the Board hereby agrees that Administrative
2. members shall have the right freely to organize, join and support
3. the Association for the purpose of engaging in collective
4. negotiation over grievances, terms and conditions of employment
5. activities for mutual aid and protection. As a duly appointed
6. body exercising powers granted under the laws of the State of
7. New Jersey, the Board undertakes and agrees that it will not
8. directly or indirectly deprive, discourage, coerce or harass any
9. Association member in the enjoyment of any rights conferred by
10. the Act or other laws of New Jersey or the Constitutions of
11. New Jersey and of the United States; that it will not discriminate
12. against any Administrator with respect to hours, wages, or any
13. terms or conditions of employment by reason of his membership in
14. the Association, his participation in any activities of the
15. Association or collective negotiations with the Board or his
16. institution of any grievance, complaint or proceeding under this
17. Agreement.

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

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

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

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

14. F. Administrators shall be entitled to full rights of
15. citizenship and no religious or political activities of any
16. Association member or the lack thereof shall be grounds for any
17. discipline or discrimination with respect to the employment of
18. such member. The private and personal life of any Association
19. member is not within the appropriate concern or attention of
20. the Board.

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

*(The normal work hours for the period June 1 through August 31 shall be 8:30 A.M. to 4:00 P.M. with one (1) hour for lunch.)

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ARTICLE 3

Conditions of Employment

A. Administrative Staff Members are responsible for the completion of all tasks assigned to them and are evaluated accordingly. While the normal work hours are 8:30 A.M. to 4:30 P.M. with one (1) hour for lunch and the normal work week is thirty-five (35) hours*, it is recognized that Administrative Staff Members are required to perform services that may be beyond that which would normally be accomplished within the usual work week. In such situations, compensatory time may be authorized upon the request of the Administrative Staff Member and the approval of the appropriate Dean and the President or his designee. In all cases, such compensatory time shall be authorized and must be used within thirty (30) days from the date such compensatory time is earned.

B. Overload

Qualified Association members whose background and experience, as determined by the Divisional Chairmen, the Vice President of Academic and Student Affairs, and the President of the College, qualify them for teaching at the junior college level shall be given consideration for overload teaching. Qualified members of the Association shall also have priority over outside individuals (full-time faculty excluded) for all such positions. Overload positions shall be assigned by the Vice President of Academic and Student Affairs subject to the approval of the College President. No administrative staff member shall be assigned more than two overloads per semester.

1. C. Attendance at College Functions
2. 1. Association members attending college functions for
3. which academic attire is required shall have said
4. attire furnished by the college at no charge.
5. D. Transfer
6. 1. Off-campus assignments shall be mutually agreed upon
7. by the Association member involved and the President.
8. 2. Association members who wish to enter the teaching
9. faculty on a full-time basis, shall be permitted to
10. do so upon written request if qualified and vacancies
11. exist. Faculty rank and salary shall be according
12. to the provisions of the faculty contract in effect
13. at that time.
14. E. College Closings
15. 1. If roads and/or weather conditions are deemed unsafe
16. for travel by students and faculty and classes
17. therefore cancelled, this same policy shall apply
18. to offices staffed by Association members.
19. F. Field Trips
20. 1. The College shall provide travel-accident-liability
21. insurance in the amount of \$100,000/\$300,000 when-
22. ever an Association member is requested to drive on
23. college business, and also be reimbursed for mileage
24. and other appropriate expenses as per current college
25. policy.

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. 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. Individuals are entitled to accrued vacation leave or payment for same upon termination of employment.
- c. No later than May 1st of each year, each administrator shall be given an accounting of the number of vacation days he/she shall have available for use.

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.
- b. Sick Leave shall be earned at the rate of one(1) day for each full calendar month of employment

1. (generally twelve (12) days per contract
2. year). Sick leave shall be cumulative.
3. 3. Bereavement
4. a. Leave not to exceed five (5) days will be
5. allowed for each death in the immediate family.
6. family shall mean: father, mother, mother-in-
7. law, father-in-law, siblings, wife, husband,
8. children, step-children and grandchildren.
9. b. In the event of the death of a member of a
10. family other than those previously listed, an
11. Association member may be entitled to one full
12. day to attend the funeral.
13. 4. Family Illness
14. a. In case of serious illness of a member of the
15. employee's household, determination of eligi-
16. bility for leave with pay shall be left to the
17. discretion of the President.
18. 5. Personal Leave
19. a. Leave not to exceed five (5) days per year may
20. be permitted at the discretion of the President
21. for matters which cannot be cared for in free
22. time. Personal leave days which are not used
23. shall at the end of the year be added to the
24. individual's number of accumulated sick days.
25. 6. Holidays
26. a. The members of the administrative staff shall
27. be excused from work with pay on those days set

1. as college wide holidays. There will be a
2. minimum of 12 such holidays per year.

3. B. Unpaid Leaves of Absence

4. 1. Professional Leave

5. a. A leave of absence of one year may be granted by
6. the Board of Trustees to any Association member
7. upon formal application for the purpose of
8. advanced study if in the opinion of the Board
9. such study shall benefit the College as well
10. as the individual. The Board may extend such
11. leave beyond the one-year limit. Upon return
12. from such leave, an Association member shall
13. be placed at the same position on the salary
14. schedule on which he would have been placed had
15. he worked in the College during such period.

16. 2. Exchange Teaching and Administrative Service

17. a. A leave of absence for one year may be granted
18. to any Association member by the Board
19. of Trustees upon application for the purpose of
20. participating in exchange teaching programs in
21. other states, territories or countries, or a
22. cultural program related to his professional
23. responsibilities if, in the opinion of the Board,
24. such experience shall benefit the College as well
25. as the individual. The Board may extend such
26. leave beyond the one year period. Upon return
27. from such leave, an Association member shall be

1. placed at the same position on the salary
2. schedule on which he would have been had he
3. served in the College during such period.
4. 3. Service in Professional Organizations
5. a. A leave of absence of up to one year may be
6. granted to any Association member by the Board
7. of Trustees upon application for the purpose
8. of serving as an officer of any professional
9. association or on its staff, if in the opinion
10. of the Board such service shall benefit the
11. College as well as the individual. The Board
12. may extend such leave beyond the one year limit.
13. Upon return from such leave, such Association
14. members shall be placed at the same position
15. on the salary schedule on which they would
16. have been had they served in the College during
17. such period.
18. 4. Maternity Leave
19. a. The Board shall grant maternity leave of absence
20. to a maximum of one year without pay to any
21. administrator upon request in accord with the
22. following provision:
23. (1) The administrator shall notify the Board
24. within sixty (60) days of medical confirma-
25. tion of pregnancy of the anticipated date
26. of birth.

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- (2) The administrator 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 administrator from her duties if:
 - a) the administrator 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 Administrator'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 administrator'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 administrator 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

1. unless in the discretion of the Board an
2. additional reasonable period of time is granted
3. upon the administrator's request for reasons
4. associated with the pregnancy or birth or for
5. other proper cause
6. c. In the case of termination of pregnancy for any
7. reason other than normal birth, the administrator
8. shall notify the Board of such circumstances and
9. the Board shall honor a request to return earlier
10. than the date originally established upon receipt
11. of medical certification by the administrator's
12. physician of physical fitness to perform her duties.
13. d. Upon request, the Board may extend the leave
14. granted beyond the date originally requested.
15. 5. Admission to Courses
16. a. Association members are to be granted tuition free
17. entrance for credit or audit to any course offered
18. by the College. Association dependents (including
19. spouse, children) are to be granted tuition-free
20. entrance for credit to any classes for which they
21. meet the course entrance requirements.
22. 6. Graduate Tuition Reimbursement
23. a. Members of the Administrative Association may be
24. reimbursed for tuition and fees up to an amount
25. per credit that doesn't exceed the prevailing rate
26. per graduate credit at Rutgers University. This
27. includes graduate courses or their equivalent

1. (e.g. workshops) including summer session
2. starting July 1, 1975. Individuals enrolling
3. in courses that begin in June of 1975, but
4. continue into July would receive reimbursement.
5. The maximum allowable reimbursement will be for
6. six credits per year with prior approval
7. required by the President of the College.
8. 7. Professional Improvement and Membership
9. a. Association members shall be permitted to attend
10. at least one annual meeting or convention of their
11. particular area and all state and regional meetings
12. of relative consequence. The Board shall reimburse
13. the Association member for all appropriate expenses
14. incurred as a result of these meetings. The President
15. shall be the final determiner of the suitability of
16. such attendance and reimbursement following initial
17. approval by the administrator's supervisor.
18. b. Any office represented by a member of this Associ-
19. ation may apply to the Board of Trustees through
20. the Office of the College President for payment
21. of institutional membership in professional
22. organizations relating specifically to that
23. office making said request. The determination
24. of appropriate organizations shall be made jointly
25. in each instance by the requestor, his immediate
26. supervisor, and the College President.
27. Professional magazines other than those included

1. in institutional memberships as described
2. above shall be secured through the Office
3. of the Library Director. The appropriateness
4. of the magazines and the number of magazines
5. per office shall be determined jointly by the
6. Library Director, the requestor, the requestor's
7. immediate supervisor and the College President.

8. C. Insurance Programs:

9. 1. The Board shall provide without cost to the Associ-
10. ation Member full family health care insurance
11. benefits under the New Jersey State Health Benefits
12. Program (New Jersey Blue Shield/Blue Cross, including
13. Rider J and Major Medical).
14. 2. Each Association member shall receive the right to
15. prepay his/her own premiums on all insurance to which
16. he/she is entitled prior to, or during any officially
17. approved leave of absence.

18. ARTICLE 5

19. GRIEVANCE PROCEDURE

20. A grievance is a claim or complaint by an Association member,
21. group of Association members, or the Association hereinafter referred
22. to as "Grievant", based upon an event which affects a condition of
23. employment, discipline, or discharge, and/or alleged violation, mis-
24. representation or misapplication of any provision of this Agreement
25. or any existing rule, order or regulation of the Board of Trustees.
26. In the event that an Association member or a group of Association
27. members, or the Association believe they have a basis for a Grievance,

1. he/she or they shall:

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

4. 2. If, as a result of the informal discussion with the
5. Dean, a grievance still exists, the Grievant may
6. invoke the formal grievance procedure on the proper
7. form, signed by the Grievant and the Association.

8. This grievance, in writing, shall be presented to
9. the Vice President of Academic & Student Affairs.
10. The Vice President of Academic & Student Affairs
11. shall, within seven (7) calendar days after receipt
12. of the grievance meet with the grievant and the
13. authorized Association representative in an effort
14. to adjust the matter to the satisfaction of all con-
15. cerned.

16. The Vice President of Academic & Student Affairs shall
17. make a decision and communicate it in writing to the
18. grievant and the authorized Association representative
19. within seven (7) calendar days after said meeting.

20. 3. Step Two - The decision of the Vice President of Academic
21. & Student Affairs may be appealed in writing to the
22. President of the College or the Vice President for
23. Administration and Personnel within seven (7) working
24. days after its receipt by the grieyant and the authorized
25. Association representative. The President of the College
26. or the Vice President for Administration and Personnel
27. shall within seven (7) calendar days after the

1. receipt of the appeal meet with the grievant and the
2. authorized Association representative in an effort to
3. adjust the matter to the satisfaction of all concerned.
4. The President of the College or the Vice President for
5. Administration and Personnel shall within seven (7)
6. working days of said meeting make a decision and
7. communicate it in writing to the grievant and the
8. authorized Association representative.

9. 4. Step Three: Within fifteen (15) calendar days after
10. receipt of the decision of the President of the College
11. or the Vice President for Administration and Personnel,
12. an appeal may be made by the grievant and the authorized
13. Association representative to the American Arbitration
14. Association for arbitration under its rules. The Board
15. and the Association shall not be permitted to assert
16. in such arbitration proceeding any ground or to rely
17. on evidence not previously disclosed to the other party.
18. The arbitration shall have no power to alter, add to or
19. subtract from or modify this Agreement. Both parties
20. agree to be bound by the award of the arbitrator and
21. the decision of the arbitrator shall be final and
22. binding on both parties.

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

1. 5. A grievance must be filed within thirty (30) calendar
2. days from the date on which the act which is the subject
3. matter of the grievance occurred or thirty (30) calendar
4. days from the date on which grievant should reasonably
5. have known of its occurrence.
6. 6. No reprisals of any kind shall be taken by the Board or
7. the Association against any individual for participating
8. in any grievance.
9. 7. The number of days indicated at each level should be
10. considered as maximum and every effort should be made
11. to expedite the process.
12. 8. All documents, communications and records dealing with
13. a grievance shall be filed separately from the personnel
14. files of participants.
15. 9. It is agreed that the aggrieved party and the Association
16. shall be furnished with all information in the possession
17. of the Board of Trustees for the processing of any
18. grievance.
19. 10. If a grievant has a grievance which he/she wishes to
20. discuss with the appropriate Dean, he/she is free to do
21. so without recourse to the grievance procedure. However,
22. no grievance shall be adjusted without prior notification
23. to the Association and an opportunity for an Association
24. representative to be present, nor shall any adjustment
25. of a grievance be inconsistent with the terms of this
26. Agreement. In the administration of the grievance pro-
27. cedure, the interest of the CCCAAP shall be the sole
28. responsibility of the Association.

1. 11. A grievance may be withdrawn at any level. However, if
2. in the judgment of the Grievance Committee, the grievance
3. affects the welfare of the CCCAAP, the grievance may be
4. continued to be processed as a grievance of the Association.

5. ARTICLE 6

6. Contracts & Dismissals

7. A. Contracts:

8. 1. Annual contracts stipulating professional title,
9. salary and placement on salary schedule shall be
10. issued by March 15th. When the Board of Trustees
11. does not intend to reappoint an Association member,
12. notice of non-reappointment shall be given in writing
13. not later than March 1st of the first academic year
14. of service and not later than February 1st of the
15. second or succeeding years of service.

16. 2. Said contracts are to be signed and returned to the
17. Board of Trustees no later than April 1st.

18. B. Discharge Procedure:

19. 1. The cause of discharge of an Association member by
20. the Board of Trustees shall be for the following
21. reasons: inefficiency, incapacity, conduct unbe-
22. coming to an administrator or other just cause.

23. ARTICLE 7

24. Professional Compensation

25. A. Salary Payment:

26. 1. The salary of each Association member shall be paid
27. in 26 equal payments.

1. B. Summer and Evening Session Salaries:
2. 1. The payment for teaching in the summer and during
3. the evening session shall be made at the rate that
4. the faculty receives per credit hour.
5. C. Overload and Part-time Compensation:
6. 1. Payment for counseling overload shall be made at
7. the same rate that the faculty receives.

8. ARTICLE 8

9. Miscellaneous

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

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

19. C. Except as this Agreement shall hereinafter provide,
20. all terms and conditions of employment applicable on the effective
21. date of this Agreement as established and in force on said date
22. shall continue to be so applicable during the term of this Agreement.
23. Unless otherwise provided in this Agreement, nothing contained
24. hereip shall be interpreted or applied so as to eliminate, reduce
25. or otherwise detract from any benefits existing prior to the
26. effective date of this Agreement.

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

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ARTICLE 9

Duration of Agreement

This Agreement including its appendices shall be effective as of July 1, 1975 and shall continue in effect until June 30, 1977. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

Board of Trustees

Association

By _____

By _____

Chairman

Chairman of Negotiation Committee

By _____

By _____

Trustee

Negotiating Committee Member

By _____

By _____

Trustee

Negotiating Committee Member

By _____

By _____

Date of Signing

Negotiating Committee Member

1. Appendix I
2. A. The Association fully accepts the statements on academic
3. freedom and professional ethics as they are reproduced in the
4. 1969 Board-Faculty Agreement. Also, the Association requests
5. that the following points which derive from the intent of these
6. statements be adopted:
 7. 1. An administrator's first responsibility is to the proper
 8. conduct of his office and the professional execution of
 9. his duties.
 10. a. To achieve balance in professional evaluation, members
 11. of the administrative unit will create and execute a
 12. process of self-evaluation.
 13. 2. An administrator's actions and the quality of his work
 14. may be evaluated by designated administrative representative,
 15. i.e. by that officer who understands the overall needs and
 16. interests of the college and the administrator's immediate
 17. supervisor.
 18. 3. An administrator has a responsibility to make himself and
 19. his services available to students. Their academic, social
 20. and personal growth is his aim.
 21. 4. The administrators retain a shared responsibility for the
 22. governance of the college together with the Trustees,
 23. President, faculty and students.
 24. 5. The President should be the sole official channel of
 25. communication between the professional staff and the
 26. Trustees. Whatever mechanisms are used to get the benefit
 27. of faculty and administration thought on such matters as

1. basic curricular decisions, the budget, and conditions
2. of employment, sound administrative practice allows neither
3. side to bypass the Chief Executive Officer. As long as
4. the Trustees retain a president in office, their only
5. possible way to obtain good administration is to work with
6. and through him.

7. Appendix II

8. Whenever full or part-time administrative or supervisory
9. openings or vacancies occur during the year in the college adminis-
10. tration, notice of such position(s) shall be posted and distri-
11. buted to all Association members to provide appropriate and reasonable
12. opportunity to apply for the position(s). Such posting notice shall
13. include the deadline date for application. Upon request to the
14. Vice President for Personnel and Administration, prospective appli-
15. cants shall be given a copy of the job description which will include
16. responsibilities, qualifications and salary offered.

17. In addition, a committee of the members of the Association shall
18. be elected to have the privilege of recommending to the President
19. prospective applicants for any administrative and faculty openings
20. or vacancies which may occur during the year.

21. Appendix III

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

25. Appendix IV

26. Deans and/or Supervisors shall be encouraged to place in the
27. personnel file of each administrator information of a positive

1. nature indicating special competencies, achievements, performances,
2. or contributions of academic, professional, or civic nature.
3. Any such materials received from outside, competent, responsible
4. sources shall also be included in the file.

5. Personnel Files:

6. Two personnel files shall be maintained for each administra-
7. tive member, one an administrative file kept in the Office of the
8. President and the other in the Office of the administrator's
9. immediate supervisor.

10. 1. There shall be a personal file in the immediate
11. supervisor's office which shall include but not be
12. limited to the following:
13. a. Personal Information
14. b. Information relating to the employee's academic
15. and professional accomplishments submitted by
16. the employee or placed in the file at his request.
17. c. Records generated by the College.
18. d. Memoranda of discussions between the employee and
19. his supervisor relating to evaluations of the
20. employee's professional performance. It is important
21. to note that the purpose of the written entries in
22. an administrator's file is primarily that of
23. developing a profile indicating his strengths,
24. shortcomings, and progress.

25. No materials shall be placed in the employee's personal file
26. until the employee has been given the opportunity to read the contents
27. and attach any comments he may so desire. Each such document shall

1. be initialed by the employee before being placed in his file as
2. evidence of his having read such document. This initialing shall
3. not be deemed to constitute approval by the employee of the contents
4. of such document. If the employee refused to initial any document
5. after having been given an opportunity to read the same, a statement
6. to that effect shall be affixed to the document. The personal file
7. in the immediate supervisor's office shall be available for examination
8. by the employee at his request.

9. 2. There shall be a separate administration file maintained
10. by the President which shall contain:

11. a. All materials requested by the College or supplied
12. by the employee in connection with the employee's
13. original employment:

14. Such items shall be confidential and not made available
15. for review to any faculty member, departmental, or
16. College committees (with the exception of the Professional
17. Standards Committee) or to any external agency or
18. individual (except the Association's Grievance Committee).

19. b. All written reports of the employee's academic and
20. professional performance. The administration file shall
21. be available only at the discretion of the President
22. or to the Association member at such time when an action
23. regarding the member's status is being considered.

Appendix V - Grievance Procedure Form

NAME _____

DATE _____

NATURE OF GRIEVANCE: _____

DATE RECEIVED BY ASSOCIATION: _____

ACTION TAKEN: _____

FINAL DISPOSITION: _____

DATE: _____

Signature of Grievant

Signature of Association

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

1. Appendix VI - Compensation

2. A. The Board agrees to increase the total aggregate salary
3. amount paid to the members of the Bargaining Unit by the amount of
4. ten percent (10%) for the fiscal year 1975-76. The individual
5. salaries of administrators shall be as stated in the Memorandum
6. of Agreement dated December 2, 1975 and signed by representatives
7. of the Board and the Association. This increase shall be retro-
8. active to July 1, 1975. Beginning July 1, 1976 and for the fiscal
9. year 1976-77, the salaries of each administrator in the Bargaining
10. Unit shall be increased by nine percent (9%).

11. B. The Board of Trustees upon the recommendation of the College
12. President may grant special recognition to any member of the
13. Association or Administrative Personnel who has made a significant
14. contribution to the College. Said Administrative member may upon
15. the recommendation of the President to the Board of Trustees receive
16. a special salary adjustment in addition to the amount negotiated
17. in this contract.