

THIS DOES NOT
CIRCULATE

AN AGREEMENT

BETWEEN THE

PASSAIC COUNTY COMMUNITY COLLEGE

Board of Trustees

AND THE

ADMINISTRATORS ASSOCIATION

OF THE

PASSAIC COUNTY COMMUNITY COLLEGE

LIBRARY
Institute of Management and
Labor Studies

OCT 31 1984

RUTGERS UNIVERSITY

X July 1, 1982 - June 30, 1985

TABLE OF CONTENTS

	<u>Page Number</u>
Preamble.....	i
Witness	i
Article I - Recognition	2
Article II - Understanding Relative to This Document.....	4
Article III - Negotiations.....	5
Article IV - Board Rights and Responsibilities.....	6
Article V - Association Rights and Responsibilities.....	7
Article VI - Administrative Work Year/Workload.....	8
Article VII - Salaries.....	10
Article VIII - Separation.....	13
Article IX - Job Posting.....	15
Article X - Sick Leave.....	16
Article XI - Probationary Period.....	17
Article XII - Promotions.....	18
Article XIII - Holidays.....	19
Article XIV - Leaves of Absence.....	20
Article XV - Bereavement Leave.....	24
Article XVI - Vacation.....	25
Article XVII - Professional Development and Educational Improvement.....	26
Article XVIII - Reimbursement for Meals/Travel and Mileage.....	28
Article XIX - Other Benefits	30
Article XX - Personal Leave.....	33
Article XXI - Grievance Procedure.....	34
Article XXII - Position Description.....	41
Article XXIII - Miscellaneous Provisions.....	42

	<u>Page Number</u>
Article XXIV - Safety and Health.....	44
Article XXV - Continuation of Operation.....	45
Article XXVI - Duration.....	ii
Signature Page.....	ii
Appendix A - Prior Positions	
Appendix B - Minimum/Maximum Salaries, 1982-83	
Appendix C - Minimum/Maximum Salaries, 1983-84	
Appendix D - Minimum/Maximum Salaries, 1984-85	

PREAMBLE

This Agreement, entered into this day of ,
198 , is by and between the Board of Trustees of Passaic County Com-
munity College, hereinafter called the "Board" and the Passaic County
Community College Administrators Association, hereinafter called the
"Association".

WITNESS

WHEREAS, the Board has an obligation pursuant to Chapter 303, Public
Laws of 1968, as amended by Chapter 123, Public Laws of 1974, to
negotiate with the Association as the representative of employees
hereinafter designated with respect to the terms and conditions of
employment; and

WHEREAS, the parties have reached certain understandings which they
desire to confirm in this Agreement;

NOW, THEREFORE, BE IT RESOLVED, in consideration of the following
mutual covenants, it is hereby agreed as follows:

ARTICLE I
RECOGNITION

1.1 The Board hereby recognizes the Administrators Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all full-time Administrative personnel presently employed or hereafter employed by the Board in the following classifications, titles and/or positions:

Admissions Representative	Financial Aid Officer
Accountant	Librarian
Assistant Director	Media Specialist I & II
Manager	Programmer-Analyst
Coordinator (not preceded by Academic rank)	Registrar/Director of Records and Grounds
Counselor (including EOF and Bilingual)	Supervisor (Tutor, Extension Programs)
Director	
Educational Assistant	

1.2 If the Board reinstitutes any position listed on Appendix A of this Agreement during the life of this Agreement, that position will automatically become part of the Administrators' unit.

1.3 For all positions created hereafter, the Association shall have the right to discuss placement of any new positions in the Recognition section of this Agreement.

1.4 Excluded from the negotiating unit shall be those presently employed or hereafter employed by the Board in the following classification, titles and/or positions:

President	Director of Grants
Deans	Director of Personnel
Assistant Deans	Accounting Manager
Controller	Budget Manager
Owner's Representative	Director of Facilities Planning, Engineering and Construction
Director of Institutional Research	Assistant to a Dean
	Assistant to the President

ARTICLE II

UNDERSTANDING RELATIVE TO THIS DOCUMENT

- 2.1 The Board agrees that it shall not, during the period of this Agreement, affect changes concerning the terms and conditions of employment inconsistent with Chapter 303, Public Laws of 1968, as amended by Chapter 123, Public Laws of 1974, except those that are negotiated and included as a part of this Agreement as amendments. Any such mutually accepted amendments thus negotiated by the parties shall be reduced to writing and executed by both parties and shall become part of this Agreement.
- 2.2 The Board agrees to duplicate and present copies of this Agreement within a reasonable time, after signing by both parties, to all Administrators Association unit members now employed or to be employed by the Board during the duration of this Agreement.
- 2.3 The Board and the Association acknowledges that during negotiations, which resulted in this Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to all mandatory subjects of collective negotiations. The Board and the Association have negotiated in good faith with respect to these subjects and the understandings and agreements arrived at, by and between the parties after the exercise of that right, are set forth in this Agreement.

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ARTICLE I - RECOGNITION - 1.4 - Continued

and all other employees of the College covered by any other Collective Bargaining Agreement.

1.5 Whenever a recognized title is combined with a title contained in Article 1.4, the position shall be excluded from the bargaining unit (e.g. Director of Physical Plant/Owner's Representative or Director of County Services/Grants).

1.6 The definition of terms used in this Agreement shall be as follows:

- "Board" - Board of Trustees of Passaic County Community College, Passaic County, State of New Jersey or its duly designated agent(s)
- "Association" - Administrators Association of Passaic County Community College
- "Negotiating Unit" - Bargaining Unit as described in Article 1.1
- "College" - Passaic County Community College, Passaic County, State of New Jersey, or its duly designated agent(s).
- "Parties" - Board of Trustees of Passaic County Community College and the Administrators Association of Passaic County Community College in its capacity as the sole and exclusive bargaining representative for the employees in the negotiating unit.

1.7 Unless otherwise indicated, the term "Administrator" when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as defined in Article 1.1. Such use of the word "Administrator" shall not include those positions specifically excluded from the bargaining unit as defined in Article 1.4.

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ARTICLE III

NEGOTIATIONS

- 3.1 The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 303, Public Laws of 1968, as amended by Chapter 123, Public Laws of 1974. Such negotiation shall commence no later than October 15 of the date preceding the expiration of this Agreement, unless otherwise agreed in writing by both parties. Any agreement so negotiated shall apply to all employees within the negotiating unit.
- 3.2 Whenever any representative of the Association is requested by the College to participate during working hours in negotiations, grievance proceedings, conferences or meetings which are related to the Association matters, the administrator shall suffer no loss in pay, nor shall the College be expected to compensate the administrator in any way for the time spent in carrying out such responsibilities, nor shall the administrator receive extra compensation therefore.
- 3.3 Neither the College nor the Association shall have or exercise control over the selection of the negotiation representatives of the other party, and it is mutually agreed that representatives shall have all necessary authority to make proposals and counterproposals during negotiations.

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ARTICLE IV

BOARD RIGHTS AND RESPONSIBILITIES

- 4.1 The Board retains and reserves unto itself all rights, powers, duties, authority and responsibilities conferred upon and vested in it by the laws and constitutions of the State of New Jersey and the United States of America.
- 4.2 All such rights, powers, authority and prerogatives of management, possessed by the Board are retained subject to limitations as may be imposed by Chapter 303, Public Laws 1968, as amended by Chapter 123, Public Laws of 1974 and except as they are specifically abridged or modified by this Agreement.
- 4.3 The Board retains its responsibility to promulgate and enforce rules and regulations, subject to limitations as may be imposed by Chapter 303, Public Laws of 1968, as amended by Chapter 123, Public Laws of 1974, governing the conduct and activities of employees and which are not inconsistent with the expressed provisions of this Agreement.
- 4.4 It is expressly understood by and between the parties to this Agreement that by not exercising the rights hereby stated and reserved, or by exercising them in a particular way, after discussion with the Association, the Board shall not be deemed to have waived any of the rights specifically given to the Board under this Article.

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ARTICLE V

ASSOCIATION RIGHTS AND RESPONSIBILITIES

- 5.1 The Association shall enjoy such rights, responsibilities and privileges as are accorded by this Agreement.
- 5.2 The Board hereby agrees that every eligible administrator shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and shall have the right to refrain from any or all such activity. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any administrator in the enjoyment of any rights conferred by Chapter 303, Public Laws of 1968, as amended, or other Laws of New Jersey or the Constitutions of New Jersey or the United States of America; that it shall not discriminate against any administrator with respect to hours, wages, or any terms or conditions of employment by reason of the administrator's membership in the Association and its affiliates, or the administrator's lack of membership, the administrator's participation in collective negotiations with the Board or the administrator's institution of any grievance, compliant or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- 5.3 Nothing contained herein shall be construed to deny or restrict to any administrator such rights as the administrator may have under the appropriate laws, regulations an/or the policies, procedures, rules and regulations already established by the Board.

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ARTICLE VI

ADMINISTRATIVE WORK YEAR/WORKLOAD

- 6.1 Each administrator shall be considered by the Board for appointments to one-year terms consistent with the fiscal year and shall run from July 1 of any given year to June 30th of the succeeding year. Thus, the work year for all administrators shall consist of twelve (12) months.
- 6.2 Those administrators eligible for the receipt of multi-year contracts according to the laws, shall receive same subject to the provisions of A-328, its implementing guidelines and subsequent revisions.
- 6.3 The normal work day for administrators shall be from 9 a.m. - 5 p.m., inclusive of a one-hour meal period. Deviation from the normal work day shall be arranged by the administrator with the approval of the supervisor.
- 6.4 The normal work week for members of the unit shall be five (5) days, forty (40) hours, inclusive of a daily one (1) hour meal period and the work week shall be considered to run from Sunday to Saturday.
- 6.5 The foregoing defines the normal hours, days and span of time. Nothing contained herein, however, shall prohibit the Board or the College from requiring and expecting work beyond that stated prior in order for a member of the unit to adequately perform the duties and responsibilities that the administrator's position requires.
- 6.5.1 Any member of the unit who is requested and authorized and does work more than the hours stipulated in 6.4, shall be entitled to

ARTICLE VI - ADMINISTRATIVE WORK YEAR/WORKLOAD - 6.5.1 - Continued

to receive ten dollars (\$10) for each full or partial hour that is in excess of the hours prescribed, or shall receive hour for hour in the form of compensatory time-off, at the option of the unit member. Normal expected and routine responsibilities that were and are inherent in the position itself are not and shall not warrant overtime authorization. The concept of administrative overtime is similar to the concept of faculty overload.

6.6 Also, nothing contained herein, shall deprive the College of the right to continue to adhere to established work schedules for current employees if inconsistent with the above, nor shall it alter the right of the College to fix the work schedules of any new hire at its discretion. Also, with respect to current employees, the College shall have the right, at its discretion, to deviate from the established work schedule.

6.7 Members of the unit shall be required to sign a monthly time and attendance report which shall be submitted to the Personnel Office, in accordance with College Regulations. If overtime is authorized and is worked in any month, it shall be so indicated on the attendance report form filed, including the stated option of the unit member for said compensation as indicated in 6.5.1. If overtime pay is called for, the overtime pay shall be included in the last paycheck of the succeeding month. If compensatory time is granted, it must be used within twelve months from the month in which it was earned.

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ARTICLE VII

SALARIES

- 7.1 Effective July 1, 1982, each unit member employed on or before April 1, 1982, shall receive an adjustment of one thousand, six hundred (\$1,600) dollars to the unit member's base pay, up to the maximum for the position held by the unit member.
- 7.2 Effective July 1, 1983, each unit member employed on or before April 1, 1983, shall receive an adjustment of one thousand, seven hundred and twenty-five (\$1,725) dollars to the unit member's base pay, up to the maximum for the position held by the unit member.
- 7.3 Effective July 1, 1984, each unit member employed on or before April 1, 1984, shall receive an adjustment of one thousand, eight hundred and fifty (\$1,850) dollars to the unit member's base pay, up to the maximum for the position held by the unit member.
- 7.4 Effective July 1, 1982, in addition, each administrator who enters the sixth (6th) year of service shall receive a one time base salary increase of four percent (4%) of the base salary as determined in Article 7.1. In the event any administrator received a longevity increase prior to July 1, 1982, under the prior Administrators Association Contract, the above four percent (4%) increase shall be limited to two percent (2%) of the base salary as determined in Article 7.1.

The Initial Year of Service

In determining the years of service, an administrator is in the administrator's Nth year of service when $N = \text{Current Fiscal Year}$ (e.g. 1979-80 = Fiscal Year '80) minus the year of initial employment by the Board of Trustees, providing such employment occurred

ARTICLE VII - SALARIES - 7.4 - Continued

between the months of May to December inclusive. In the event that such employment occurred between the months of January to April inclusive, the Nth year of service shall be one more than provided for in the above computation.

7.5 Effective July 1, 1983, each administrator who enters the eleventh (11th) year of service shall receive a one time base salary increase of four percent (4%) of the base salary as determined in Article 7.2 or 7.3, whichever is applicable. Article 7.4 shall be used in determining years of service.

7.6 Effective July 1, 1982, individual unit members may receive an Individual Recognition Award in any one year of the Agreement. The President may or may not grant Individual Recognition Awards in any one year without restriction as to number or amount. The granting of such Individual Recognition Awards shall be at the sole discretion of the President and shall not be subject to the grievance and arbitration provisions of this Agreement.

7.7 The merit consideration shall be based on published criteria that will have a quantitative weighting and shall be uniformly applied throughout the institution. This criteria shall include, but not be limited to:

- 1) Technical competence
- 2) Loyalty and dedication
- 3) Supervisory ability, if appropriate
- 4) Budgetary efficiency and/or cost effectiveness
- 5) Attendance, including punctuality

7.8 As part of this process, each unit member shall furnish a self-evaluation, along the lines of this criteria, and shall include

ARTICLE VII - SALARIES - 7.8 - Continued

a statement as to whether or not they desire to be considered for a merit increase.

7.9 Each Dean or supervising administrator of a unit member shall indicate on the merit consideration a specific statement in each appropriate area as to what improvement would have provided for a merit award.

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ARTICLE VIII

SEPARATION

- 8.1 Separation is caused by resignation, non-reappointment, termination, lay-off, excessing or death of a unit member.
- 8.2 Administrators employed for a one-year appointment will be given a sixty (60) day notice of non-renewal during this one-year term, or in lieu thereof one calendar month's pay (1/12 of annual salary) in the form of severance pay. An administrator would be entitled to three (3) months' severance pay if termination for reasons of layoff or excessing occurs prior to June 30th. The Board shall have no obligation to give such notice when termination is for serious misconduct or as a result of the commission of a serious crime.
- 8.3 Administrators who are laid off and/or excessed shall receive ninety (90) days notice of said lay-off and/or excessing, or in lieu thereof, two calendar months' pay (1/6 of annual salary) in the form of severance pay. Every effort shall be made, in the event of lay-off and/or excessing, to place the affected administrator in a position for which the College feels the administrator is appropriately qualified, if such position is available.
- 8.4 Where the Board decides that it shall not reappoint an administrator to another one-year appointment, the Board shall, sixty (60) days prior to June 30, give notice of the Board's intention not to reappoint the administrator.
- 8.5 For the purpose of satisfying the notice requirements above, notice may extend from one term to another.
- 8.6 Matters of non-reappointment, termination, lay off and excessing shall be within the sole discretion of the Board and shall not be

ARTICLE VIII - SEPARATION - 8.6 - Continued

- subject to the grievance and arbitration provisions of this Agreement. However, upon request, the Board shall provide the administrator with a statement of reason(s) for its action to non-reappoint, terminate, lay off or excess and shall afford an opportunity to the administrator to appear before the Board or a committee of the Board concerning the non-reappointment, termination, lay-off or excessing.
- 8.7 Non-reappointment, termination lay-off or excessing for those under multi-year contracts shall be in accordand with A-328 and its implementing guidelines and revisions thereto.
- 8.8 When voluntarily resigning from employment, all members of the unit shall give notice effective thirty (30) calendar days from the date of said notice to resign. All notices shall be in writing and directed to the appropriate Dean or Supervisor.
- 8.9 If an administrator resigns and gives proper notice as provided in Article 8.8, the administrator shall be paid all earned and unused vacation time. If an administrator gives less than proper notice as provided in Article 8.8, the administrator shall be paid that percentage of the unused and earned vacation time which is equal to the ratio of the number of days of notice to a base of thirty (30) days.
- 8.10 If an administrator is not reappointed, terminated, laid off or excessed, the administrator shall be paid for all earned but unused vacation time.
- 8.11 In the event of the death of a unit member, unused vacation time shall be paid to the unit member's estate.
- 8.12 Administrators who are not reappointed, laid off, excessed or terminated due to job or position elimination, shall receive, upon severance from the institution, one half ($\frac{1}{2}$) of the accumulated sick leave to a maximum of sixty (60) days pay.

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ARTICLE IX

JOB POSTING

9.1 All new or vacant bargaining unit positions shall be posted internally on or before the date such position is advertised externally.

9.2 In filling these openings, due consideration shall be given to those members of the unit who shall apply for said positions.

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ARTICLE X

SICK LEAVE

- 10.1 All members of the unit shall be entitled to fifteen (15) sick leave days each year. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- 10.2 Sick leave is occasioned by the absence of an individual from work because of illness, disability or accident in the unit member's immediate family including the administrator, parents, siblings, spouse, parents, foster children, step-parents, step-children, parent-in-laws, grandparents or any person or relative domiciled in the residence of the unit member.
- 10.3 Payment under this Article shall be made providing that the administrator's supervisor or appropriate Dean is notified of the absence at the earliest possible moment.
- 10.4 A certificate from the administrator's doctor will be required prior to payment to verify three (3) or more consecutive days of sick leave absence, if requested. In addition, where a pattern of absences can be demonstrated, no payment shall be made for absences of administrators on Mondays or Fridays or the day before or after a holiday, a long weekend or an administrator's vacation period unless a doctor's certificate, if requested, is obtained attesting to the physical inability of the employee to report to work. Proof of illness, where required, must be presented to the appropriate Dean as a condition of payment.

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ARTICLE XI

PROBATIONARY PERIOD

- 11.1 The first one-hundred and twenty (120 days of initial employment shall be a period of probation and performance evaluation of the administrator by the supervisor. During this period, the administrator may be terminated at any time and shall have no recourse to the grievance procedure hereinafter contained. An administrator who successfully completes the initial or probationary employment period shall be entitled to all provisions of this Agreement, except as provided within this Article.
- 11.2 In order to be eligible for a salary adjustment to be made on July 1 of each year, the administrator must have completed at least sixty-two (62) days of the probationary period by that July 1. In addition, the salary adjustment will not be made unless the administrator, who has completed sixty-two (62) days of the probationary period by that July 1, also successfully completes the entire probationary period. Upon such successful completion, the administrator shall receive the appropriate salary adjustment retroactive to that July 1.
- 11.3 Days lost from work because of sickness or accident during the aforementioned period, shall not be considered in computing the probationary period.
- 11.4 Probationary employees shall not, for the duration of this period be entitled to any fringe benefits, unless provided for by law, except for holidays and other closings, as provided under this Agreement. However, probationary employees shall accrue vacation and sick days during their probationary period, but shall not be entitled to take such days unless and until they have completed their probationary period.

ARTICLE XII

PROMOTIONS

- 12.1 A promotion shall be defined as an appointment of an employee of the College to a unit recognized position whose minimum salary is greater than the minimum salary for the position currently held by the employee.
- 12.2 Upon promotion, the first one hundred and twenty (120) days shall be a period of probation and performance evaluation of the administrator whose performance evaluation, if not acceptable, shall be returned to the title formerly occupied. This action shall be at the sole discretion of the College and shall not be subject to the grievance and arbitration procedures of this Agreement.
- 12.3 Upon successfully completing the probationary period under this new position, the administrator shall receive, retroactive to the date of the promotion, an adjustment in salary of an amount at least equal to the difference between the current salary the administrator is earning and appropriate new minimum salary or fifty (50%) percent of the difference between the minimum of the previously held position and the newly appointed position, whichever is greater.

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ARTICLE XIII

HOLIDAYS

13.1 The College will grant to all administrators the following holidays off with full pay:

Martin Luther King Day	Independence Day
Presidents Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving

and the week between and inclusive of Christmas Day and New Year's Day.

13.2 The above holiday schedule will be subject to change as directed by the academic schedule of the College. However, in any fiscal year, the administrator shall have no fewer than fourteen (14) holidays. At the discretion of the appropriate Dean or his designee, members of the unit may be required to perform duties on a day declared as a holiday. If this occurs, the member will receive another day off with pay at the discretion of the employee. Such holiday assignments shall be kept to a minimum.

13.3 Any administrator scheduled to work on any declared holiday, as above defined, and fails to work on said day, shall receive no pay for such holiday or time-off with pay, unless such failure has been excused under any other provision of this Agreement.

13.4 An administrator shall receive holiday pay if the administrator is actively employed at the time of the holiday and is not on leave of absence, maternity leave or is otherwise absent from the College, provided the administrator fulfills the eligibility requirements of this Article.

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ARTICLE XIV
LEAVES OF ABSENCE

- 14.1.1 An approved leave of absence without pay may be granted to a member of the unit who has completed five (5) years of service or more for a period not to exceed six (6) months.
- 14.1.2 Requests for such leave shall be made in writing to the appropriate Dean at least six (6) months prior to the commencement of said leave, except in a situation of extreme emergency.
- 14.1.3 If said leave is denied by the appropriate Dean, the denial may be appealed in writing to the Board of Trustees. Such appeal must be made within ten (10) working days after denial by the Dean. The decision of the Board shall be final and binding and not subject to the grievance and arbitration procedures of the Agreement.
- 14.1.4 Approval of leave may be granted for the following reasons:
1. Pursuit of a degree or post-doctoral work at an institution of higher education.
 2. Recuperation for ill health.
 3. Unusual and/or unavoidable personal situation.
 4. Research
- 14.2.1 All members of the unit shall be eligible for military leave of absence in accordance with the provisions of the Universal Military Training and Service Act and other legislation relating to employment rights of persons in the military forces of the United States.
- 14.2.2 All members of the unit who are called for reserve training as a member of any armed force or national guard reserve unit, shall be granted leave in accordance with applicable law.
- 14.2.3 Two (2) weeks notice, made to the appropriate Dean, of intended absence for reserve duty is required and the College reserves the

ARTICLE XIV - LEAVES OF ABSENCE - 14.2.3 - Continued

right to request and obtain a copy of the official military order.

14.3 Employees who become pregnant shall within a reasonable time thereafter notify the Office of the President in writing. The notification shall include a doctor's certificate giving the anticipated date of birth.

14.3.1 Unpaid Leave

Maternity leave without pay will be granted to eligible employees who have completed six (6) months or more of continuous full time service. Leave shall be up to a maximum of six (6) months.

14.3.1.2 Leave will be granted upon written application at least three (3) weeks in advance of said leave.

14.3.1.3 Except as provided herein, an employee will not accrue benefits during any period of leave nor will she continue to accrue seniority. However, there will be no loss of seniority or accrued benefits.

14.3.2.1 Disability Leave for Pregnancy

Those employees who become pregnant and who desire to continue to work shall so notify the appropriate Dean in writing within a reasonable time after pregnancy is determined.

14.3.2.2 Any time that the ability of the employee who has become pregnant, to continue working is in question, the Dean can require, and the employee shall provide, a statement from the employee's attending physician certifying the expected date of delivery, the individual's physical ability to continue working and the date up to which she will be physically able to continue work in the opinion of the physician. Employees will be permitted to work as long as their

ARTICLE XIV - LEAVES OF ABSENCE - 14.3.2.2 - Continued

doctor certifies that they are physically able to do so and as long as they satisfactorily perform their assigned jobs. The College reserves the right to have the employee examined by a physician designated by the College, in concurrence with the administrator. If any differences of medical opinion should arise between this physician and the administrator's physician, the College shall request expert consultation, in which case, the Passaic County Medical Society, 642 Broad Street, Clifton, New Jersey 07514 (201) 777-2400, shall appoint an impartial third physician, who shall examine the administrator and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be borne by the College.

14.3.2.3 Disability leave shall be granted for a reasonable period of time but shall not continue past the end of the physical disability. The time for leave initially granted may be extended upon written request to the appropriate Dean with an accompanying proof of continued physical disability. Subsequent requests for extension must also be applied for in writing accompanied by a doctor's certificate of continued disability. The Board need not grant or extend the leave of absence beyond the end of the individual contract year in which the leave is obtained, unless the individual has been issued a renewal contract.

14.3.2.4 A pregnant employee shall be granted earned sick leave with pay pursuant to Article IX for such period of time that she is physically unable to perform her work prior to the expected delivery

ARTICLE XIV - LEAVES OF ABSENCE - 14.3.2.4 - Continued

and after the actual date of birth. Such utilization of sick leave shall be subject to all requirements and conditions for the use of sick leave.

14.3.3 An employee who indicates a desire to return to her employment on or before the expiration date of her leave shall be reinstated to her former position or to a position of like status and pay without loss of benefits or service credit, provided that she gives reasonable notice under the circumstance to the Office of the President of her intention to return and provides certification from her physician to the effect that she is physically fit and ready to commence working. Failure to give such notice shall result in a waiver of the right to return.

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ARTICLE XV

BEREAVEMENT LEAVE

15.1 All administrators covered by this Agreement shall be granted paid time off for four (4) working days lost immediately following the date of death of members of the administrator's immediate family or any person or relative domiciled in the residence of the unit member, for the purpose of attending the funeral. The immediate family shall be defined as parents, sibling, spouse, children, foster children, foster parents, parent-in-laws and grandparents.

15.2 An administrator shall not be entitled to condolence leave if at the time of death in the family, the administrator is on leave or otherwise absent from work under any other provisions of this Agreement, except for vacation.

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ARTICLE XVI

VACATION

- 16.1 The Board shall grant to all members of the unit twenty-two (22) working days vacation per fiscal year.
- 16.2 Members of the unit shall have the right to utilize accrued vacation leave within a twelve (12) month period ending June 30th of the year following that in which the leave is earned.
- 16.3 Vacation leave shall be accrued at the rate of two (2) days per full months of employment, up to twenty-two (22) working days. Vacation shall be earned prior to utilization. However, to be eligible for vacation based upon a month of service, as provided above, the administrator shall not have been absent from work more than three (3) unpaid working days in said month.
- 16.4 Administrators may take all their earned vacation at one time or at various times subject in all cases to the prior approval of the appropriate Dean and consistent in all cases with the needs of the institution. Requests for vacation should be submitted at least three (3) weeks in advance of said requested vacation leave.
- 16.5 Vacation leave will not be granted during the initial one hundred twenty (120) days of employment.
- 16.6 No part of the administrator's scheduled vacation may be charged to sick leave, unless specifically approved in writing by the Dean or the Supervisor.

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ARTICLE XVII

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- 17.1 Those members of the bargaining unit who are accepted at an accredited institution of higher education in a terminal degree program (defined as a doctorate or a master's degree wherein there is no appropriate doctorate) or desire to take specific course(s) shall be eligible to receive tuition reimbursement at a rate equal to that graduate tuition per credit prevailing at Rutgers University, to a maximum of \$60 per credit, at the time of the administrator's registration, provided the following pre-conditions are met:
- 17.1.1 Such reimbursement shall be limited to six (6) credits per semester/term.
- 17.1.2 That the program or course desired to be taken has the express prior written approval of the President of the College. The decision of the President is final and binding and not subject to review, except where it can be demonstrated by the Association that such decision was arbitrary or capricious.
- 17.1.3 That the program or course is deemed, by the President, to be relevant to the administrator's current duties at the College.
- 17.1.4 When applying for reimbursement in a terminal degree program, the administrator must submit to the President the following information:
- 17.2.1 A complete description of the program which will include course work and criteria for successful degree completion.
- 17.2.2 Official notice that the administrator has been accepted into the program.
- 17.2.3 A rationale on how the program is relevant to the administrator's current duties at the College.

ARTICLE XVII - PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT - Continued

- 17.3 In all cases, class attendance must be limited to outside normal working hours.
- 17.4 In all cases, payment will be made only upon successful completion of a course and the submission of a receipt that said course had been paid for.
- 17.5 For reimbursement purposes, courses may be taken at any accredited institution except Passaic County Community College.
- 17.6 Administrators who are receiving educational reimbursement for the course or program that tuition reimbursement is being applied for may receive reimbursement only to the documented extent that tuition costs exceed reimbursement provided up to the limits mentioned above. Benefits received under the G.I. Bill shall be excluded from the limitations of this provision.
- 17.7 Administrators may take courses at Passaic County Community College without the express written approval of the President of the College. Administrators may be allowed to take up to twenty-four (24) credits or equivalent time in credit or non-credit courses at the College each year with a waiver of tuition. All other costs will be borne by the administrator. An administrator may enroll for no more than nine (9) credits or equivalent time in credit or non-credit courses per semester/term.

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ARTICLE XVIII

REIMBURSEMENT FOR MEALS/TRAVEL AND MILEAGE

18.1 Reimbursement for Meals

Administrators who are required to work overtime, shall be reimbursed for meals under the following conditions:

- 18.1.1 The administrator must be required to work at least two (2) hours of overtime either by the President or the appropriate Dean.
- 18.1.2 The Administrator must submit a receipt for meal, together with his request for reimbursement.
- 18.1.3 Reimbursement for the costs of meals shall be limited to three (\$3.00) dollars for breakfast, four (\$4.00) dollars for lunch and eight (\$8.00) dollars for dinner (gratuities included).

18.2 Travel and Mileage Reimbursement

Any administrator of Passaic County Community College who is required to use his own automobile on official College business, either inside or outside of the City of Paterson, will be reimbursed by the College for expenses thereby incurred, on the following basis:

- 18.2.1 The mileage rate to be paid for the use of a privately owned automobile used on official College business is based on the maximum rate permitted by the Internal Revenue Code, prior to including such reimbursement as income.
- 18.2.2 The College will reimburse the administrator for all tolls and parking charges incurred while traveling on official College business. Receipts must be submitted by the administrator in order to obtain reimbursement.
- 18.2.3 The College is not responsible, nor will it reimburse any administrator, for any costs incurred as a result of the commission of any parking or traffic violation while the administrator is on official

ARTICLE XVIII - REIMBURSEMENT FOR MEALS/TRAVEL AND MILEAGE - 18.2.3 - Continued

College business.

18.2.4 Any administrator traveling on official College business is expected to have a valid driver's license and to be adequately protected by personal liability and property damage insurance, obtained at their own expense. The College assumes no liability as to either the administrator or any third party for personal injury or property damage sustained while the administrator is traveling on official College business.

18.2.5 Should an administrator be required to travel on College business which takes the administrator reasonably close to the normal route either to or from work usually taken by such administrator, and such travel is required at a time when the administrator will continue on to work at the College or to the administrator's home, after such business is concluded, the College shall be required to reimburse the administrator only for the distance traveled between the College and the location where the administrator is to transact said business for the College.

18.2.6 The College agrees to provide the Association with a copy of the procedure to be utilized for approval of an administrator's use of the administrator's own automobile on official College business. The College further agrees to inform the Association of any changes which it makes in this approval procedure and to provide, within a reasonable time thereafter, a copy of the revised procedure.

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ARTICLE XIX

OTHER BENEFITS

- 19.1 The College agrees to provide the following benefits as permitted and/or prescribed by law, regulation and/or statute at no cost to the administrator:
- 19.1.1 Family Health Benefits.
- 19.1.2 Major Medical Insurance - Family.
- 19.1.3 Dental Insurance - Individual coverage for the administrators. Dental services may be obtained from a dentist of the administrator's choice and reimbursement shall be made in accordance with the terms of the plan. The College agrees to spend no less than one hundred (\$100) dollars per year per administrator to provide such coverage.
- 19.1.3.1 Effective July 1, 1984, each unit member shall be eligible for a family dental plan, at no cost to the unit member. The College shall select an appropriate plan and shall not change that plan without the agreement of the Association.
- 19.1.4 Purchasing Power Privilege.
- 19.1.5 Reimbursement up to one hundred (\$100) dollars per year per administrator for claims lost under the Major Medical deductible as evidenced by a copy of the insurance company's non-reimbursement of such claims to the administrator. Such reimbursement claim shall be submitted to the Personnel Director once each year with the appropriate documentation.
- 19.1.5.1 Effective July 1, 1983, reimbursement will be made for the deductible portion under the Major Medical Plan currently in effect as evidenced by the submission of said deductible or an insurance company acknowledgement.

ARTICLE XIX - OTHER BENEFITS - Continued

- 19.2 The College agrees to provide the following benefits as permitted or prescribed by law, regulation and/or statute at an appropriate employee cost as prescribed in the appropriate plan for which the administrator is eligible:
- 19.2.1 Pension
- 19.2.2 Group Term Life Insurance
- 19.2.3 Long Term Disability Insurance included as part of the Pension Plan.
- 19.3 The College agrees to extend the same disability benefit provided to members of the Alternate Benefit Program (TIAA/CREF) of the New Jersey Division of Pensions to members of the Public Employees Retirement System. The College agrees to spend up to a maximum of the appropriate current year's annual average salary for unit members to provide such coverage. An appropriate amount as prescribed by the rules of the Alternate Benefit Program, will be paid to each unit member who qualifies. However, in order to provide such coverage, the College shall not be required to spend more than the appropriate current year's annual average salary for the bargaining unit members, regardless of the number of claims which may be presented. In the event full continuation of such coverage would exceed this amount, the College may adjust the individual benefit on a pro-rata basis, as soon as the College is aware of such condition. As soon as the unit member is eligible under PERS for such disability coverage, this provision shall not longer be applicable to the unit member.
- 19.4 An administrator shall not forfeit any sick leave, personal leave or vacation for a job-connected disabling injury which is covered by Workmens Compensation Insurance.

ARTICLE XIX - OTHER BENEFITS - Continued

- 19.5 The College agrees to continue the administrator's health benefits, dental and major medical insurance, subject to reimbursement of the College in advance by the administrator, during an approved leave of absence.
- 19.6 Effective July 1, 1983, each administrator shall be eligible to have an annual eye examination. The College agrees to reimburse the administrator for the cost of said exam up to fifty dollars (\$50) annually. In addition, if corrective lenses are prescribed and subsequently acquired by the administrator, the College agrees to reimburse the administrator for fifty percent (50%) of the cost of said lenses, up to one hundred (\$100) dollars annually. Such reimbursement shall be for lenses inserted in frames and shall not include contact lenses.
- 19.7 The College agrees that in the event a unit member shall use up their individual sick leave, the unit member may request and may receive the use of entitled sick leave from other unit members up to one day per year. The unit member giving up said day must notify the Personnel office, in writing, of said exchange.

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ARTICLE XX

PERSONAL LEAVE

20.1 Non-probationary employees shall be granted (3) personal leave days per contract year. Personal days are non-accruable and must be used during the contract year in which they are earned. Any employee hired on July 1 or thereafter shall be eligible for personal days on a pro rata basis during the contract year in accordance with the following schedule:

<u>Hired</u>	<u>Personal Days</u>
July 1 - October 31	2 Days
November 1 - February 28	1 Day
March 1 - June 30	0 Days

20.2 Notwithstanding the above, one (1) additional personal day shall be available as of July 1, 1982, July 1, 1983 and July 1, 1984 to all non-probationary employees regardless of length of service, to a total of four (4) personal days per year.

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ARTICLE XXI

GRIEVANCE PROCEDURE

21.1 The parties agree that it is in their best interest that all grievances should be resolved promptly, fairly and equitably.

21.2 The following procedure, which may be initiated by the administrator covered by this Agreement or the Association acting as the administrator's representative, shall be the sole and exclusive means of seeking adjusting and settling grievances.

21.2.1 Whenever any representative of the Association or an any administrator is mutually scheduled by the parties to participate in grievance procedures during working hours, such administrator shall suffer no loss in pay or benefits.

21.3 Definition of a Grievance

A grievance is an allegation by an administrator or the Association that there has been:

21.3.1 A breach, misinterpretation or improper application of terms of this Agreement; or

21.3.2 An arbitrary or discriminatory application of the policies of the Board of Trustees, related to terms and conditions of employment.

21.4 Informal Procedure

An administrator may orally present and discuss a grievance with the administrator's supervisor on an informal basis. At the administrator's option, the administrator may request the presence of an Association representative. If the administrator exercises this option, the supervisor may determine that such grievance be moved to the first formal step.

Should an informal discussion not produce a satisfactory settlement,

ARTICLE XXI - GRIEVANCE PROCEDURE - 21.4 - Continued

the grievant may, within three work days, move the grievance to the first formal step.

21.5 Formal Steps

21.5.1 Step One

A grievant shall initiate the administrator's grievance in writing and present it formally to the administrator's Dean, and such Dean, or his designee thereof, shall meet with the grievant and a representative of the Association, for the purpose of discussing the grievance. The decision shall be rendered in writing to the administrator and the Association representative within seven (7) work days of the conclusion of the discussion of the grievance; then

21.5.2 Step Two

If the grievant is not satisfied with the decision rendered at Step One, the administrator may submit the administrator's grievance to the College President. The President shall hear the grievance and where appropriate, witnesses may be heard and pertinent records received. The hearing shall be held within ten (10) work days of receipt of the grievance, and the decision shall be rendered in writing to the administrator and the Association representative within ten (10) work days of the conclusion of the hearing of the grievance; then

21.5.3 Step Three

If the grievant is not satisfied with the disposition of the grievance at Step Two, the administrator may appeal to the Board of Trustees on the record. The appeal shall be accompanied by the decisions at the prior steps and any written record that has been

ARTICLE XXI - GRIEVANCE PROCEDURE - 21.5.3 - Continued

made part of the preceding hearings. The Board of Trustees may sustain, modify or reverse the decision made at Step Two on the record or may on its own, conduct a hearing concerning the grievance. In the event the Board of Trustees acts upon the written record, the decision shall be rendered in writing to the aggrieved administrator and the Association representative within twenty (20) work days of receipt of the grievance. Should the Board of Trustees act upon the written record without granting a hearing to the administrator, and in the event of a negative recommendation from the Board of Trustees, the aggrieved administrator may request a hearing before the Board of Trustees within ten (10) work days after receipt of the written decision from the Board of Trustees. In the event a hearing is directed, such hearing shall commence within twenty (20) work days of receipt of the grievance and where appropriate, witnesses may be heard and pertinent records received. The decision shall be rendered in writing to the aggrieved administrator and the Association representative within twenty (20) work days of the hearing.

21.5.4 Step Four

If the aggrieved administrator is not satisfied with the disposition of the grievance at Step Three, the Association, as representative of the administrator, shall file a notice, within ten (10) work days of the receipt of the decision of the Board of Trustees, requesting submission to arbitration. Within ten (10) work days after such written notice of submission to arbitration, the Board of Trustees and the Association shall attempt to agree upon a mutually acceptable arbitrator to serve. If the parties are unable to agree upon an arbitrator or are unable to obtain such a

ARTICLE XXI - GRIEVANCE PROCEDURE - 21.5.4 - Continued

commitment within the specified period, a request for a list(s) of arbitrators may be made. Such notice of the grievant shall set forth a statement of the issue to be decided and the specific provisions of the Agreement involved. Unless the parties agree in writing before the hearing that the arbitrator's decision shall be binding, the arbitrator's decision shall be advisory only, and said decision shall be limited to the interpretation application or violation of the contract language. The cost of the arbitrator shall be borne by both parties equally.

21.6 Time Limits

- 21.6.1 A grievance must be filed at Step One within forty-five (45) calendar days from the date on which the act which is the subject of the grievance occurred, or forty-five (45) calendar days from the date on which the individual administrator should reasonably have known of its occurrence.
- 21.6.2 In the event that the time limitations imposed under Steps One and Two above, as to discussion, hearing and decisions are not complied with, the grievance shall, upon request, be moved to the next higher step.
- 21.6.3 Should an administrator be dissatisfied with the decision or should no decision be forthcoming in the prescribed time, the administrator may submit the administrator's grievance to the next step, within seven (7) calendar days to Step Two and within ten (10) calendar days to Step Three.

ARTICLE XXI - GRIEVANCE PROCEDURE - 21.6 - Continued

- 21.6.4 Where the subject of a grievance suggests it is appropriate and where the parties mutually agree, such grievance may be initiated at or moved to Step Two or Three without a hearing at a lower step.
- 21.6.5 Where a grievance directly concerns and is shared by more than one administrator, such group grievance may properly be initiated at Step Two, if such step is the first level of supervision common to the several grievants.
- 21.6.6 No adjustment of any grievance shall impose retroactively beyond the date on which the grievance was initiated or the forty-five (45) day period provided in Sect. 21.6.1 above, except that payroll errors and related matters shall be corrected to the date of error.
- 21.6.7 Time limits provided for in this Article may be extended by mutual written agreement of the parties at the level involved.
- 21.7 Nothing in this Article shall be construed as compelling the Association to submit a grievance to arbitration.
- 21.8 No reprisal of any kind shall be taken against any participant in this grievance procedure by reason of proper participation in such procedure.
- 21.9 Grievance records shall not be part of the Personnel file utilized in the promotion or retention process, unless such grievance records pertain to the matter under consideration.
- 21.10 The disposition of any grievance at any step of the grievance procedure, or by agreement between the College or the Board of Trustees and the grievant or Association, shall be final and binding upon the administrator, administrators or persons who are involved or affected thereby.

ARTICLE XXI - GRIEVANCE PROCEDURE - Continued

- 21.11 Saturday, Sunday, holidays and any days on which the College shall not be open shall be excluded from the computation of "working day" as the term is used in this procedure.
- 21.12 It shall be the general practice of all parties of interest to process grievances during times which do not interfere with the assigned responsibilities of the parties concerned.
- 21.13 The number of days indicated at each step will be considered as maximum and every effort shall be made to expedite the process. The time limitations in the procedure shall be considered to be of the essence and not merely procedural. The failure to file a grievance within the prescribed time limits shall constitute a waiver of the grievance.
- 21.14 It is expressly understood and agreed that in addition to the exclusions from the provisions of the grievance procedure which are contained elsewhere in the Agreement, the following are not subject to the grievance procedure in this Agreement:
- 21.14.1 Any question concerning the duration of this Agreement.
- 21.14.2 Any matter where the Board of Trustees is without the expressed or implied authority to act.
- 21.14.3 Any action of the Board of Trustees which is prescribed by law.
- 21.15 Matters pertaining to non-reappointment shall be grievable under this Agreement only upon the basis of claimed procedural violations. In all such cases, the burden of proof shall be upon the grievant. Where appropriate, the remedy shall be to remand the matter to the proper level for reconsideration of the matter and elimination of defects in the procedural process.

ARTICLE XXI - GRIEVANCE PROCEDURE - Continued

21.16 If an administrator covered by this Agreement has a complaint which the administrator wishes to discuss with the administrator's supervisor, the administrator is free to do so without recourse to the grievance procedure.

21.17 A grievance may be withdrawn by the grievant at any level.

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ARTICLE XXII

POSITION DESCRIPTION

- 22.1 There shall be on file in the office of the President a job description for every bargaining unit position. Such description shall be available to an individual member of the bargaining unit for perusal, upon reasonable request.
- 22.2 The initial development of these descriptions shall be the responsibility of the College. The individual unit member presently employed in a position covered by this Agreement shall have the right to submit his written suggestions, concerning his own job description, to the appropriate Dean for consideration, prior to the adoption of the description covering his own position.
- 22.3 The College shall have the right to change any job description during the term of this Agreement from time to time as it deems desirable. Any individual administrator affected by such change shall be notified and given an opportunity to comment upon said contemplated change. However, the final decision shall rest with the Board.
- 22.4 Where the contemplated change in the job description will significantly alter the duties, responsibilities and/or workload of the affected administrator, the College shall notify the Association of its intent to implement such change. The Association shall have the right to negotiate with the College the impact of such change in job description on the individual administrator who is thereby affected. Any dispute arising out of this section shall not be subject to the grievance and arbitration provisions of this Agreement.

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ARTICLE XXIII

MISCELLANEOUS PROVISIONS

- 23.1 The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the College shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of administrators or in the application or administration of this Agreement on the basis of race, creed, color, handicap, national origin, sex, domicile, marital status, age or political affiliation.
- 23.2 This Agreement constitutes Board Policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board Policy.
- 23.3 Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board, administrative procedures and practices in force on said date, shall continue to be so applicable during the terms of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or otherwise detract from an administrator's benefits existing prior to its effective date. Furthermore, unless specifically stated in the Agreement, nothing in the Agreement shall deprive the College of services heretofore performed by any member of the unit.

ARTICLE XXIII - MISCELLANEOUS PROVISIONS - Continued

- 23.4 If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. In the event of the above circumstance, then either party shall have the right immediately to reopen negotiations with respect to a substitute for the affected provision.
- 23.5 All employees who are employed at the College upon the signing of this Agreement shall receive a bonus payment of \$500.00. This payment shall not be added to the employee's base salary. Those employees who are employed at the College on July 1, 1983 and July 1, 1984 and who were also employed on the signing of this Agreement, shall receive a bonus payment of \$550.00 on July 1, 1983 and \$600.00 on July 1, 1984. These payments shall not be a permanent addition to the base salary.
- 23.6 The minimum and maximum salary for each unit member's position shall be as indicated on Appendices B, C and D. Each unit member shall receive an adjustment to bring them to the respective minimum, or fifty per cent (50%) of the adjustment to the minimum for the unit member's position, whichever is greater. In no case shall said adjustment bring the unit member above the stated maximum as indicated in Appendix B.

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ARTICLE XXIV

SAFETY AND HEALTH

- 24.1 No administrator shall be required to perform work under conditions which violate safety and health rules and standards established either by the College or any local, State or Federal Agency.
- 24.2 An administrator who has good reason to believe that the job to which the administrator has been assigned may be in violation of applicable health and safety standards, must immediately notify the administrator's supervisor. The supervisor will have the right to determine whether performance of the job would be in violation of such health and safety standards.
- 24.3 If the administrator disputes the decision of the administrator's immediate supervisor, the administrator may take the matter up with the appropriate Dean.
- 24.4 Any administrator, who observes a condition which the administrator considers to be creating a safety or health hazard, is required to immediately report such condition to the administrator's supervisor, or in the supervisor's absence, to any College official of equal or superior rank.
- 24.5 An appropriate procedure to be following in all emergencies shall be posted by the College within a reasonable period of time following the signing of this Agreement.

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ARTICLE XXV

CONTINUATION OF OPERATION

25.1 Each administrator recognizes the need to maintain and continue operations at the College. Towards this end, each administrator will fulfill the obligation of the administrator's position description during the administrator's scheduled work hours.

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ARTICLE XXVI

DURATION

- 26.1 The Agreement shall be effective as of July 1, 1982 and shall continue in effect until June 30, 1985.
- 26.2 This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.
- 26.3 This Agreement supersedes any and all understandings which shall exist between the Board and its designees and the members of the Administrators Association, either singly or as a whole. This provision shall continue in full force for the term of this Agreement.

PASSAIC COUNTY COMMUNITY COLLEGE

WITNESS:

[Handwritten Signature]

BY:

[Handwritten Signature]
Frank A. Pecci, Chairman of the
Board of Trustees, Passaic County
Community College

ADMINISTRATORS ASSOCIATION

WITNESS:

[Handwritten Signature]

BY:

[Handwritten Signature]
John Cross, President of the Ad-
ministrators Association, Passaic
County Community College

APPENDIX A

PRIOR POSITIONS

Coordinator, Fire Science

Coordinator, Veteran Affairs

Director of College Services

Director of Retired Seniors Volunteer Program

Director of Special Programs

Gym/Theater Manager

Systems Analyst

APPENDIX B

MINIMUM/MAXIMUM SALARIES, 1982-83

<u>Position</u>	<u>Minimum Salary</u>	<u>Maximum Salary</u>
Coordinator, Career Center	\$14,165	\$20,538
Coordinator, Veteran Affairs	14,165	20,538
Sr. Grants Accountant	14,165	20,538
Coordinator, Accounts Receivable	14,165	20,538
Assistant to Accounting Manager	14,165	20,538
Tutorial Supervisor	14,165	20,538
Financial Aid Officer	14,165	20,538
Admissions Representative	14,165	20,538
Assistant Director of EOF	\$15,928	\$22,465
Media Specialist I	15,928	22,465
Librarian	15,928	22,465
Programmer/Analyst	15,928	22,465
Assistant Director of Educational Services	15,928	22,465
Educational Assistant	15,928	22,465
Coordinator of Student Activities	15,928	22,465
Assistant Director of County Services	15,928	22,465
Counselor	\$15,928	\$24,497
Counselor/Coordinator	15,928	24,497
College Services Manager	\$17,230	\$24,497
Supervisor, Extension Center	17,230	24,497
Media Specialist II	17,230	24,497
Auxiliary Services Manager	17,230	24,497
Purchasing Manager	17,230	24,497

<u>Position</u>	<u>Minimum Salary</u>	<u>Maximum Salary</u>
Director of Educational Services	\$18,533	\$26,307
Director of Admissions	18,533	26,307
Director of Evening and Week-End Programs	18,533	26,307
Superintendent of Buildings and Grounds	\$19,925	\$28,353
Director of Financial Aid	\$20,486	\$29,194
Coordinator of Supportive Services	20,486	29,194
Director of Career Occupations	20,486	29,194
Director of County Services	20,486	29,194
Director of Physical Plant	20,486	29,194
Director of Nursing Education	\$22,240	\$32,073
Registrar/Director of Records	22,240	32,073
Director of Business Programs	22,240	32,073
Coordinator of Data Processing	22,240	32,073
Director, Administrative Data Processing	\$27,650	\$39,700

APPENDIX C

MINIMUM/MAXIMUM SALARIES, 1983-84

<u>Position</u>	<u>Minimum Salary</u>	<u>Maximum Salary</u>
Coordinator, Career Center	\$14,165	\$21,538
Coordinator, Veteran Affairs	14,165	21,538
Sr. Grants Accountant	14,165	21,538
Coordinator, Accounts Receivable	14,165	21,538
Assistant to Accounting Manager	14,165	21,538
Tutorial Supervisor	14,165	21,538
Financial Aid Officer	14,165	21,538
Admissions Representative	14,165	21,538
Assistant Director of EOF	\$15,928	\$23,465
Media Specialist I	15,928	23,465
Librarian	15,928	23,465
Programmer/Analyst	15,928	23,465
Assistant Director of Educational Services	15,928	23,465
Educational Assistant	15,928	23,465
Coordinator of Student Activities	15,928	23,465
Assistant Director of County Services	15,928	23,465
Counselor	\$15,928	\$25,497
Counselor/Coordinator	15,928	25,497
College Services Manager	\$17,230	\$25,497
Supervisor, Extension Center	17,230	25,497
Media Specialist II	17,230	25,497
Auxiliary Services Manager	17,230	25,497
Purchasing Manager	17,230	25,497

<u>Position</u>	<u>Minimum Salary</u>	<u>Maximum Salary</u>
Director of Educational Services	\$18,533	\$27,307
Director of Admissions	18,533	27,307
Director of Evening & Week-End Programs	18,533	27,307
Superintendent of Buildings & Grounds	\$19,925	\$29,353
Director of Financial Aid	\$20,486	\$30,194
Coordinator of Supportive Services	20,486	30,194
Director of Career Occupations	20,486	30,194
Director of County Services	20,486	30,194
Director of Physical Plant	20,486	30,194
Director of Nursing Education	\$22,240	\$33,073
Registrar/Director of Records	22,240	33,073
Director of Business Programs	22,240	33,073
Coordinator of Data Processing	22,240	33,073
Director, Administrative Data Processing	\$27,650	\$40,700

APPENDIX D

MINIMUM/MAXIMUM SALARIES, 1984-85

<u>Position</u>	<u>Minimum Salary</u>	<u>Maximum Salary</u>
Coordinator, Career Center	\$14,165	\$23,000
Coordinator, Veteran Affairs	14,165	23,000
Senior Grants Accountant	14,165	23,000
Coordinator, Accounts Receivable	14,165	23,000
Assistant to Accounting Manager	14,165	23,000
Tutorial Supervisor	14,165	23,000
Financial Aid Officer	14,165	23,000
Admissions Representative	14,165	23,000
Assistant Director of EOF	\$15,928	\$25,000
Media Specialist I	15,928	25,000
Librarian	15,928	25,000
Programmer/Analyst	15,928	25,000
Assistant Director of Educational Services	15,928	25,000
Educational Assistant	15,928	25,000
Coordinator of Student Activities	15,928	25,000
Assistant Director of County Services	15,928	25,000
Counselor	\$15,928	\$27,000
Counselor/Coordinator	15,928	27,000
College Services Manager	\$17,230	\$27,000
Supervisor, Extension Center	17,230	27,000
Media Specialist II	17,230	27,000
Auxiliary Services Manager	17,230	27,000
Purchasing Manager	17,230	27,000

<u>Position</u>	<u>Minimum Salary</u>	<u>Maximum Salary</u>
Director of Educational Services	\$18,533	\$29,000
Director of Admissions	18,533	29,000
Director of Evening & Week-End Programs	18,533	29,000
Superintendent of Buildings & Grounds	\$19,925	\$31,000
Director of Financial Aid	\$20,486	\$32,000
Coordinator of Supportive Services	20,486	32,000
Director of Career Occupations	20,486	32,000
Director of County Services	20,486	32,000
Director of Physical Plant	20,486	32,000
Director of Nursing Education	\$22,240	\$34,500
Registrar/Director of Records	22,240	34,500
Director of Business Programs	22,240	34,500
Coordinator of Data Processing	22,240	34,500
Director, Administrative Data Processing	\$27,650	\$42,000