

CAMDEN COUNTY COLLEGE PUBLIC NOTICE



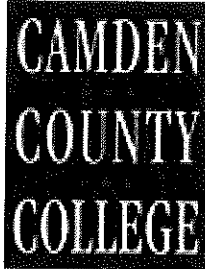
Camden County College does not discriminate in admissions or access to, or treatment or employment on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries/complaints regarding non-discrimination policies:

Title IX and Section 504 for *Employees*: Assistant Director of Human Resources, 856-227-7200, ext. 4391, Roosevelt Hall, Room 106, Blackwood Campus

Title IX and Section 504 for *Students*: Associate Dean of Students, 856-227-7200, ext. 5088, Taft Hall, Room 302, Blackwood Campus

Title II for *Employees and Students*: Building Operations Manager, 856-227-7200, ext. 4575 Physical Plant, Blackwood Campus

Students and employees have the legal right to appeal grievances with the local Office for Civil Rights, New York Office for Civil Rights, U. S. Department of Education, 32 Old Slip, 26th Floor, New York, New York 1005-2500, Telephone 646-428-3900, Fax: 646-428-3843; Tdd: 800-877-8339, Ed.OCR@Ed.Gov



AGREEMENT

Between

**THE CAMDEN COUNTY COLLEGE
BOARD OF TRUSTEES**

And

**INTERNATIONAL UNION OF ELECTRONIC, ELECTRICAL,
SALARIED, MACHINE AND FURNITURE WORKERS
COMMUNICATION WORKERS OF AMERICA
IUE/CWA 81440**

**Secretaries, Clerks, Bookkeepers,
Graphic Arts, and Switchboard Operators**

JULY 1, 2018- JUNE 30, 2023

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AGREEMENT

The BOARD OF TRUSTEES OF CAMDEN COUNTY COLLEGE operating under the provision of Public Laws of 1968, Chapter 303 of the State of New Jersey as amended by Chapter 123, Public Laws of 1974 of the State of New Jersey and THE SECRETARIES, CLERKS, BOOKKEEPERS, GRAPHIC ARTS AND SWITCHBOARD OPERATORS OF CAMDEN COUNTY COLLEGE.

THIS AGREEMENT is entered into this first day of July 2018, between the CAMDEN COUNTY COLLEGE BOARD OF TRUSTEES, hereinafter called the "Board", "Board of Trustees," or "The College," and the IUE/CWA LOCAL 81440, hereinafter called the "Union" or "Local 81440".

ARTICLE I – PURPOSE

It is the intent and purpose of the parties hereto to set forth herein the Agreement covering rates of pay, hours of work, and conditions of employment to be observed by the parties hereto and to secure closer and more harmonious relations between said parties.

ARTICLE II – RECOGNITION

The College recognizes the Union as the exclusive negotiating agent for all its employees for the purpose of collective negotiations in respect to wages, hours and working conditions.

The term "employees" as used in this Agreement shall include all Secretaries, Clerks, Bookkeepers, Graphic Arts and Switchboard Operators, full and part-time exclusive of employees in the Office of the President, the Offices of any Vice-Presidents, the Office of Human Resources and Labor Relations, Offices of Legal Affairs and Insurance, and all employees in the Payroll Department.

ARTICLE III – NON-DISCRIMINATION

- A. There shall be no discrimination, interference, restraint, intimidation or coercion by the College and its representatives or by the Union and its representatives on account of any employee's race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait, or because of the liability for service in the Armed Forces of the United States, or the nationality of any individual, or because of refusal to submit to a genetic test or to make available the results of a genetic test.
- B. There shall be no discrimination against any employee on account of membership in the Union or on account of employees' participation in any Union activities.
- C. Any employee who engages in any form of conduct or activity (sexual harassment) which violates Section 703 of Title VII shall be subject to disciplinary action up to and including discharge as the College in its sole discretion shall deem appropriate, including selective discipline where all participants cannot be discharged and all leaders, participants and instigators cannot be identified. An employee who believes the disciplinary action by the College concerning him or her was not justified shall have recourse to the appropriate grievance procedure.

ARTICLE IV – MANAGEMENT RIGHTS

Recognition of Rights and Functions of Management

- A. In the exercise of the following powers, rights, authority, duties and responsibilities of the College, the adoption of policies, rules, regulations and practices and the implementation thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the constitutions and laws of the State of New Jersey and of the United States.
- B. The College hereby retains and reserves unto itself without limitation all powers, rights, authority, duties, and responsibilities conferred upon, vested in and exercised by it prior to the signing of this Agreement, including but without limiting the generality of the foregoing, the following rights:
1. Executive and administrative control of the College and its properties and facilities and the activities of its employees, by utilizing personnel, methods and means in the most appropriate and efficient manner possible as may from time to time be determined by the College.
 2. To make rules of procedure and conduct, to use different methods and equipment, to determine work schedules and shifts, to decide the number of employees needed at any particular time, and to be in sole charge of the quality and quantity of the work required.
 3. To make such rules and regulations as it may from time to time deem best for the purpose of maintaining order, safety, and/or the effective operation of the College after advance notice thereof to the employees who will be required to comply therewith.
 4. To hire, promote, transfer, evaluate, assign and retain employees.
 5. To suspend, demote, discharge or take other disciplinary action against any employee.
 6. To eliminate positions and lay-off employees.
 7. To make such changes in all other conditions of employment not specifically delineated in this agreement as it deems desirable and necessary for the efficient and effective operation of the College.
 8. To do any and all things the College deems appropriate to further the interests of the College.

ARTICLE V - RIGHT TO ORGANIZE

All present and newly hired employees, covered by this Agreement, may on the thirtieth (30th) calendar day of their employment, or thirty (30) days after the effective date of this Agreement, whichever is the later, become members in good standing of the Union and may maintain such membership in the Union during the life of this Agreement.

ARTICLE VI – CHECKOFF

For the duration of this Agreement, the College shall deduct from each pay of each month, the semi-monthly Union dues for those employees in the negotiating unit whose written and signed authorizations are received by the College. The College shall forward a check for the total of such deductions to the Financial Secretary of the Union each payday for which the deduction is made.

ARTICLE VII – SAFETY CONDITIONS

The College President or his/her designee and Union Chairperson or his/her designee shall comprise the Safety Committee. They shall meet when deemed necessary to discuss and rectify any safety condition they feel necessary to institute. Employees shall use all protective devices and safety equipment provided by the College, and observes all College safety rules.

ARTICLE VIII – GRIEVANCE PROCEDURE

Any differences, disputes or grievances that may arise between the Union and the College regarding interpretation of this Agreement will be taken up as follows:

Step 1

between the aggrieved employee and the steward on the one hand and the immediate supervisor on the other hand. If no satisfactory agreement is reached between them in eight (8) hours, the grievance shall be reduced to writing and referred to:

Step 2

The Union Chief Shop Steward and the Steward, or their designees, on the one hand, the College President and the supervisor, or their designees, on the other hand. If no satisfactory agreement is reached between them within five (5) days, the matter will be referred to:

Step 3

The Grievance Committee with the Union Representative on the one hand and the College and its Representative on the other hand. If no satisfactory agreement is reached between them within five (5) days, the matter shall be dealt with as hereinafter set forth.

Step 4

All differences, disputes, or grievances between the parties that are not satisfactorily settled after following the grievance procedures set forth above, shall at the request of either party, be submitted to arbitration within fifteen (15) days to the Public Employment Relations Commission.

- a. The decision of the arbitrator shall be final and binding on both parties.
- b. All time spent in the adjustment of grievances, the negotiating of the labor contract, and arbitration will be paid for by the College at straight time.
- c. The time for meetings or for giving of decisions at each step above set forth may be extended by mutual agreement of the parties involved in the particular or respective steps.
- d. The Union and the College shall share the cost of arbitration.
- e. The Union and the College shall have the right to bring in the aggrieved person(s) in any of the above steps of the grievance procedure as outlined above.
- f. A grievance must be filed in writing within fifteen (15) calendar days from the date on which the act which is the subject matter of the grievance occurred or fifteen (15) calendar days from the date on which grievant should reasonably have known of its occurrence or thereafter be barred.
- g. Anything to the contrary notwithstanding, any challenge to the propriety of a discharge must be filed in writing to the College within five (5) working days from the date of the discharge or the same will be deemed to have been waived.
- h. Without limitation, the College shall have the right to discharge employees within the first ninety (90) calendar days of employment.

ARTICLE IX – NOTICE OF DISCHARGE

Section 1

Employees shall be discharged only for just cause.

Section 2

The President of Local 81440 shall be notified immediately of all discharges.

Section 3

It is agreed that a discharge grievance shall be processed immediately with the College President or his/her designee.

Section 4

If any discharge is found to be unfair or discriminatory, the employee shall be reinstated.

Section 5

Any employee with at least one (1) year seniority will receive thirty (30) days' notice of layoff or in lieu of notice two (2) week's pay.

ARTICLE X - SENIORITY

Section 1

A. Seniority shall be defined as the employee's length of continuous service within this specific negotiating unit, beginning with the original date of hire in a full-time capacity. In the event that the employee should leave the negotiating unit and take another position within the College, his/her seniority in this negotiating unit shall end.

B. Part-Time Employees

The longevity payments which became effective July 1, 1993, are not applicable for negotiating unit members who are not regularly scheduled to work a minimum of thirty-five (35) hours per week (excluding the full-time ten-month employees).

Permanent part-time employees hired after July 1, 1991 earn seniority on a prorated basis. Part-time negotiating unit members employed by the College as of June 30, 1991 continue to earn their seniority as in the past without distinguishing between their full or part-time employment. Specifically, their original date of hire and their continuous service in Local 81440 are the only two criteria that will be utilized in determining their seniority status for layoffs and job bidding.

New part-time hires however, will earn seniority in accordance with the following schedule:

Scheduled Hours Per Week	Annual Seniority Earned (In Months)
35	12 months
34-30	10 months
29-25	8 months
24-20	6 months
19-15	4 months
14-10	2 months

Section 2

A. In the case of a layoff, an employee up for disposition will first be required to fill a vacancy, if one exists, within the same classification with the provision that he/she is qualified to do the work. If no vacancy exists, the qualified employee up for disposition will then have the option of either displacing the least senior employee in the same or lower classification.

B. In the event the employee up for disposition elects to displace an employee in a lower classification he/she shall receive the rate of pay of the employee displaced. Pay will be determined by the years of service.

C. An employee up for disposition may elect to be laid off rather than displace another employee.

D. In no event shall this Article supersede affirmative action or equal opportunity programs or rules or regulations.

Section 3

Recall from layoff shall be accomplished in the inverse order of the layoff. Employees shall be required to be able to perform the work.

Section 4

All employees shall be notified by certified mail, directed to the address of the employee as stated in College records, to return to work and to be allowed five (5) work days in which to report to work after such notice before any loss of seniority occurs.

Section 5

Employees who have completed probation shall be eligible for recall when on layoff for a period up to twelve (12) months. Employees on layoff shall be recalled to work prior to the College hiring new employees.

Section 6

The Union President, Vice President, Recording Secretary, Grievance Chair and one designated Shop Steward shall have super seniority for the purpose of layoffs provided they are officers of the Union and Notice has been provided to the College in advance of a layoff. They will be returned to their regular standing on the seniority list upon termination of their term of office.

Section 7

The College shall send notification to the Union each month of new hires and terminations showing name, address, date of hire, job title and salary.

Section 8

Seniority shall cease upon voluntary termination, discharge for just cause, failure to return to work when recalled.

Section 9

Any member being elected or delegated to any Union activities necessitating a temporary leave of absence without pay shall be granted same once and for up to one (1) year and at the end of such leave shall be returned to their former job and rate, plus any increases granted in their absence without loss of other benefits.

Section 10

All military leave shall be dealt with in accordance with applicable Federal and Local Regulations.

ARTICLE XI - HOURS AND OVERTIME

Section 1

The standard work week shall be thirty-five (35) hours per week, seven (7) hours per day, five (5) days per week from Monday through Friday. The College may vary these hours by mutual consent between the College and the employee or for any new or vacant position.

Section 2

Prorated portions of annual salaries will be paid by direct deposit every other week with paper checks made available if required and in conformance with Board policy. There shall be no payroll advances.

Section 3

The Union shall be notified within a reasonable time of any proposed changes in the above working schedule. Any differences or disputes concerning any such proposed changes shall be handled through the grievance procedures.

Section 4

All work performed in excess of 40 hours in a given work week and work performed on a sixth work day shall be compensated at one and one-half times (1 ½) the regular straight time rate. Work performed on listed holidays shall be paid as double time and one-half (2 ½) which shall include all remuneration including pay for the holiday and overtime premium. This provision will become effective on September 1, 2019.

Section 5

No employee will be required to work on holidays that are observed by the College and listed in this Agreement. If the College knows of its overtime requirements, it will endeavor to give at least three (3) days' notice prior to overtime requirements and three (3) days' notice of requested Saturday overtime.

Section 6

If requested to, employees will be expected to work reasonable overtime. Overtime in each department shall be offered based upon seniority amongst all of those within the department who possess the skill and ability to perform the work, and where the assignment will not be disruptive to the operation. The College should not provide negotiating unit overtime to non-negotiating unit personnel in order to avoid the payment of overtime.

Section 7

If any employee is injured during the course of the work day and requires medical or surgical attention, he/she will be paid the balance of the regular work day on which such injury occurs at his/her regular hourly rate.

Section 8 Office Hours:

- A. Offices during the September through May Academic Year (except the library), shall be open five (5) days per week (Monday to Friday) 8:30 a.m. to 8:30 p.m. (one hour for lunch). The College may vary these hours by mutual consent between the College and the employee, as long as the Union receives at least five days written notice. The College may vary the hours for any new or vacant position.

Regarding work shifts for secretarial personnel:

1. The College will attempt to agree with the involved employees regarding the filling of a schedule(s):
 - a. 8:30 a.m. - 4:30 p.m.
 - b. 10:30 a.m. - 6:30 p.m.
 - c. 12:30 p.m. - 8:30 p.m.
2. Employees working any shift other than the 8:30 a.m. to 4:30 p.m. shift shall receive \$.75 additional compensation per hour for each hour worked before 8:30 a.m. and after 4:30 p.m. Employees working the 8:30 a.m. to 4:30 p.m. shift, like employees working all other shifts, shall receive time and one half for all hours worked beyond 7 hours in a single day.

Upon implementation of any change in hours or work schedule, the Union shall receive written notice, via e-mail or otherwise of the change, identifying the employee involved and the nature of the change. Thereafter, if no mutual agreement is reached the position will be put up for bid and if not satisfactorily resolved thereafter, if necessary, alternative measures regarding new hires to fill positions or transfers will be utilized to complete implementation.

If a Tuesday through Saturday schedule is initiated then those employees affected shall receive an additional \$250.00 per annum.

The College will observe a four (4) day work week for no fewer than ten (10) weeks during the summer. Employees shall work eight-and-one-half (8.5) hours per day, thirty-four (34) hours each work week, generally 8:00 a.m. to 5:00 p.m. with a thirty minute lunch. During the four (4) day work week, employees may elect to 1) eliminate their afternoon fifteen (15) minute rest period to have a forty-five (45) minute lunch, or 2) lengthen their work day in order to have a forty-five (45) minute or sixty (60) minute lunch. Employees who were hired contingent on working five days during the summer shall continue to do so.

Section 9 College Closings:

- A. If classes are cancelled for weather related reasons, this same policy shall also apply to employees. All personnel who are required to work on a day when classes are cancelled for weather related reasons will receive their regular day's pay and in addition will receive straight time for all hours worked. Employees who are not required to work on a day when classes are cancelled due to weather will receive their regular day's pay.

When classes are cancelled due to other reasons, employees will work their regular hours for their regular pay.

- B. When conditions at the College are such that personal safety and personal property are in danger, employees shall notify their immediate supervisor. At that point, the President or his/her designee will determine the extent of the conditions relating to the personal safety and personal property of the employees and at that time notify all concerned of this decision.

ARTICLE XII - PROMOTIONS AND POSTING OF VACANCIES

Section 1

It is the policy and intention of the College to upgrade its employees. Job vacancies for permanent or new positions will be posted for a period of not less than three (3), but not more than five (5) working days exclusively within the College for the information of the employees. The posting will include, but not be limited to, a general summary of the major duties expected of the position, as well as the salary.

All newly created jobs, within the unit, which have not been posted will be discussed with the President and/or Vice President of Local 81440 before posting.

Section 2

If an employee applies for an open staff position and meets all of the written qualifications in the job description, the College shall give first consideration to the applicant before filling the vacancy.

Procedures to be utilized in the filling of positions for negotiating unit members are as follows:

1. The College will maintain a system wherein the most senior applicant for a position will be appointed to said position for a thirty-day probationary period. The College and the employee may extend this probationary period by mutual agreement. Likewise, the College and the employee may extend the probationary period for the new hires by mutual agreement.

The applicant will be interviewed by the immediate supervisor in advance of an official appointment. The basic purpose of the interview will be to provide the immediate supervisor with an opportunity to delineate the specific job responsibilities and reasonable expectations (e.g., productivity standards, skills level, organizational capabilities, etc.) that the applicant will have to satisfy. In the event that, as a result of the initial interview, the most senior applicant does not accept the position, the next most senior applicant will receive the same consideration that was extended to the primary candidate. If there are no additional applicants, the position will either be advertised externally or the College will temporarily assign a current negotiating unit member to fill the position and the employee so assigned will be paid the negotiated rate for the position commencing with the thirtieth (30th) day in that position.

2. The candidate with the greatest seniority will have a thirty-day (30) calendar day probationary period within which to demonstrate that he/she has the necessary and appropriate skills and abilities to successfully meet the requirements for the position.

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

3. Should the overall performance appraisal indicate that the candidate has failed to meet the basic requirements for the position; the employee will have one of several options:
 - a. If his/her previous position has not yet been filled by the College, the employee will be assigned to fill the vacancy.
 - b. If the former position has been filled, the unsuccessful candidate will either be assigned to another existing vacancy of a comparable level, or may utilize the "bumping" rights contained in Article X of the current collective negotiating agreement.

Note: the College cannot guarantee that every candidate's "former" position will not be filled during a probationary period because the needs of the College will be assessed on a case-by-case basis.

4. An employee who utilizes seniority to move laterally or downward will be required to remain in the new position for a period of one full year. All newly hired employees will be required to remain in their first position for a period of nine months.
5. If there is a disagreement with the performance appraisal that was completed by the immediate supervisor at or near the end of the probationary period, the employee has the right to submit a rebuttal which will be attached to the performance appraisal. An adverse evaluation is not subject to being grieved or reviewed by an arbitrator.
6. External applicants for position(s) that have not been filled by negotiating unit members may still be tested by the College (Note: several entry-level positions in the negotiating unit do not explicitly require specialized skills). However, the College will notify external applicants who are appointed to those positions that do not require specialized skills that they will have to obtain a passing test score if they subsequently apply for positions within the negotiating unit that entails proficiency in certain skills.
7. The College reserves the right to consider performance factors such as attendance records and discipline history in making the final appointment of the most senior applicant to a position. In the event that the most senior applicant is not selected to be appointed to the position, the College shall provide the employee, with a copy to the Union President, with a basis for its decision in writing prior to a final appointment. Upon receipt of the written decision, the employee shall have five calendar days to file a response to the College's decision before the final appointment is made. This written response shall not be considered a part of the grievance procedure.
8. Where a single vacancy in an existing shift occurs, only that vacancy shall be posted. In this regard, both parties acknowledge the College's right to post all shifts in the event of reorganization.

Section 3

The College recognizes that in making promotions, consideration shall be given first to the ability and aptitude of an employee to perform the job in question; and second to the length of the employee's continuous service. However, it is understood that if all other variables are equal, seniority shall prevail in the final selection process. The Union acknowledges that the College's determination as to the most qualified applicant for a promotion or vacancy is not subject to the arbitration provisions of the parties' contract.

ARTICLE XIII – WORK PRESERVATION

No position presently filled by a permanent full and/or part-time negotiating unit member covered by this Agreement shall be covered temporarily by any non-negotiating unit member, temporary employee, part-time employee or other personnel, except in cases of emergency, during periods of increased work volume, or during vacancies created by an extended leave of absence. Nothing in this section shall limit the right of the College to amend job descriptions for permanently vacant positions within the negotiating unit, as required by the needs of the College.

ARTICLE XIV –REPORTING TIME

Employees who report to work at their regular starting time and have not been given at least one day's notice not to report, shall be guaranteed at least four (4) hours work or pay, except when the inability to provide four (4) hours work is due to an "Act of God" beyond the control of the College.

ARTICLE XV – REST PERIOD

Employees working a full shift will be given one fifteen (15) minute break during the first half of the shift and another fifteen (15) minute break during the second half of the shift without loss of pay. Employees working a minimum of one half day (3.5 hours) will be given at least a single fifteen (15) minute rest period without loss of pay.

ARTICLE XVI – VACATIONS

Section 1

The College agrees to grant to each employee vacation with pay according to the length of service of each individual. Movement to the next step of the vacation guide shall occur on the first of the month following the anniversary of the employee's date of hire in accordance with the following schedule:

1. Employees who have worked less than five (5) years shall accrue two weeks' vacation.
2. Employees who have worked five (5) years shall begin to accrue three (3) weeks' vacation.
Employees who have worked six (6) years shall begin to accrue three (3) weeks plus one (1) day vacation. Employees who have worked seven (7) years shall begin to accrue three (3) weeks plus two (2) days' vacation. Employees who have worked eight (8) years shall begin to accrue three (3) weeks plus three (3) days' vacation. Employees who have worked nine (9) years shall begin to accrue three (3) weeks plus four (4) days' vacation.
3. Employees who have worked ten (10) years shall begin to accrue four (4) weeks' vacation.

4. Employees who have worked more than ten (10) years shall begin to accrue twenty-two (22) vacation days.
5. Part-time employees shall have their vacation time prorated and receive vacation pay accordingly.
6. It is understood that vacation time will be used within any two (2) year period. Vacation time should be taken so that it is mutually satisfactory with his/her immediate supervisor.
7. An employee who retires at any age shall receive a pro rata vacation pay as of the date he/she leaves the employ of the College.
8. The pro rata vacation pay of an employee who dies while in the employ of the College shall be paid to the beneficiary of his/her group life insurance policy.
9. Vacation time may be taken as it is earned.
10. Vacation days accrued during the employee's 90 day probationary period shall not be used or paid until successful completion of that period.
11. Individuals entitled to accrued vacation leave or payment upon termination of employment at retirement shall receive payment from the College through a 403(b) retirement account established by the College for this purpose.

Section 2

The College will provide Employees direct access to their payroll documents upon which they may rely and obtain copies.

ARTICLE XVII – HOLIDAYS

Section 1

The College agrees to pay to each eligible employee seven (7) hours pay for each of the following holidays:

1. July 4th
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving Day
5. Christmas Eve Day through/and including New Year's Day
6. Martin Luther King's Birthday
7. Memorial Day
8. Employee's Birthday (or an alternate day mutually agreed upon by the employee and the immediate supervisor)
9. Two (2) floating holidays to be scheduled by mutual agreement between the employee and the immediate supervisor.

Part-time employees shall receive pro rata pay for holidays they would normally be scheduled to work. Probationary employees shall earn but not be entitled to use or be paid for the floating holidays or take off on their birthday, should it occur, during their 90 day probationary period, until successful completion of the 90-day probationary period.

Section 2

Eligible employees shall include all those who are at work within the work week in which the holiday falls or absent for bona fide reasons.

Section 3

In the event that any of the above holidays fall on a Saturday, they shall be celebrated on the preceding Friday. In the event that any of the above holidays fall on a Sunday, they shall be celebrated on the following Monday.

ARTICLE XVIII – SICK LEAVE

- A. All employees are entitled to take time off from work because of their own personal illness or illness in the immediate family (father, mother, spouse, domestic partner, children, step children or children of domestic partner) without any loss of pay, according to the following schedule:
1. Employees are allowed twelve (12) days of sick leave per year. Employees who work eleven (11) months per year are allowed eleven sick days per year. Employees who work ten (10) months per year are allowed ten sick days per year. Employees who work nine (9) months per year are allowed nine sick days per year.
 2. Accumulated days of sick leave will be unlimited.
 3. A sick leave is subject to medical verification if requested by the immediate supervisor.
 4. Part-time employees will have their sick leave prorated based on time worked.
 5. Sick leave will be allocated from the time of employment for those starting other than at the start of the College school year. Upon request by the College, probationary employees shall present medical documentation verifying their inability to work due to an illness or the illness of an immediate family member for all sick days taken during the 90 day probationary period.
 6. Upon retirement from the service of Camden County College, as confirmed by the New Jersey Public Employee Retirement System, a negotiating unit member shall receive a lump sum payment equal to \$80.00 per day for fifty percent (50%) of unused accumulated sick leave, to a maximum of \$10,000, with the provision that:
 - a. The negotiating unit member has been employed continuously by the College (including periods of approved leaves of absence) for a period of fifteen (15) complete years or more, and
 - b. The negotiating unit member has formally notified the College of an intent to retire by November 1 of the year prior to the fiscal year in which retirement will take place. In emergent circumstances, a later notice may be considered by the Board; however the College may elect to defer payment for one year to allow for budgeting. Exceptions to the period of employment and notification timeliness described above will be granted only in cases of unforeseen disability retirement from the College.
 - c. Effective as of December 31, 2011, no additional sick leave may be added to the pool of time available for this lump sum payment upon retirement. All time available as of that date will be available to the employee for any employee eligible for and requesting lump sum payment at retirement, provided that the accumulated sick leave has not been utilized by the employee prior to retirement. Any sick time used after that date for those employees will initially come from any sick leave earned after that date.

Sick time banked before December 31, 2011 will not be used until all of the sick leave accrued after that date is exhausted.

No employee hired after May 21, 2010 is eligible to receive a lump sum terminal leave payment for sick leave at retirement.

- d. Eligible negotiating unit members will receive a sick leave payout at retirement from the College through a 403(b) retirement account established by the College and which the employee must confirm for their own individual account.
7. In addition, unit members hired prior to May 21, 2010 may receive a payment of \$80.00 per unused sick day in July of each year, if they meet the following criteria:
- a. They may cash in no more than five (5) days per year;
 - b. Have at least twenty (20) additional sick leave days to their credit after cashing in their days; they must notify Office of Human Resources by no later than July 15 of their intent to cash in their days; and
 - c. Any sick days not cashed in are carried over to be used as sick leave, or for lump sum payment upon retirement if accrued prior to December 31, 2011, or cashed in annually in the future. Any days cashed in may no longer be used for sick leave in the future.

ARTICLE XIX – MATERNITY & FAMILY LEAVE

The College will comply with federal and State law concerning family and medical leave. The benefits available under these laws to a “spouse” or “family member” shall be made available under this contract to a domestic partner as defined under the “Domestic Partners” provisions, Article XXIII, of this agreement, and the benefits applicable to a “son or daughter” and “child” shall be made available to the son, daughter, or child of a domestic partner.

Maternity leave of up to six (6) months may be granted by the College. If such leave is granted the employee shall have the right to return to her old position in the employment of the College. Should an extension of six months be requested, it will not be unreasonably denied.

ARTICLE XX – PERSONAL LEAVE

- A. Employees will be granted a personal leave with pay not to exceed three (3) days per year, for matters which cannot be cared for in other ways. Personal leave may not be used for vacation or work for pay for another employer. Unused personal leave will be added to accumulated sick leave entitlement.

The College may request verification for the use of personal leave only where less than twenty-four (24) hours advance notification is given to the College by the employee.

- B. Probationary employees shall be granted Personal leave on a prorated basis as follows:

<u>Date of Hire</u>	<u>Personal Days</u>
First 4 months of employment	One day
Next 4 months of employment	Another day
Next 4 months of employment	Another day

At the end of probation, the employee will be granted a prorated portion of three (3) personal days based upon the number of months remaining in the fiscal year.

ARTICLE XXI – BEREAVEMENT LEAVE

In the event of a death in the immediate family, the College will grant leave with pay not to exceed five (5) days. An employee's immediate family shall be considered as husband, wife, domestic partner, children, children of a domestic partner, brother, sister, stepchildren, grandchildren, father, mother, mother-in-law, father-in-law, grandfather and grandmother. Additionally, one (1) day off with pay may be granted by the College in the event of a death of an employee's aunt, uncle, brother-in-law, sister-in-law, nephews, nieces, and cousins.

ARTICLE XXII – JURY DUTY

An employee who is required to be absent from work in order to serve jury duty shall receive from the College the difference between the daily jury duty pay and the amount payable at his/her regular straight time earnings for a normal work day.

ARTICLE XXIII – DOMESTIC PARTNERS

Section 1

For purposes of domestic partner benefits provided in this contract under sick leave, bereavement leave, family leave and health insurance provisions, "domestic partnership" shall be defined as a relationship of two persons of the same sex that has been registered and recognized by the State of New Jersey.

Section 2

If the negotiating unit member and his/her domestic partner do not reside in New Jersey, their domestic partnership must meet all of the following criteria:

- A. Provide evidence that they are registered as domestic partners if they reside in another state or locality which allows for the registration of domestic partnerships.
- B. Both persons have a common residence and are otherwise jointly responsible for each other's common welfare as evidenced by joint financial arrangements or joint ownership of real or personal property, which shall be demonstrated by at least one of the following:
 - 1. A joint deed, mortgage agreement or lease;
 - 2. A joint bank account;
 - 3. Designation of one of the persons as primary beneficiary in the other person's will;
 - 4. Designation of one of the persons as a primary beneficiary in the other person's life insurance policy or retirement plan;
 - 5. Joint ownership of motor vehicle; or

6. Have a common residence means that two persons share the same place to live regardless of whether or not the legal right to possess the place is in both of their names; one or both persons have additional places to live; or one person temporarily leaves the shared place of residence to reside elsewhere, on either a short-term or long-term basis, for reasons that include, but are not limited to, medical care, incarceration, education, a sabbatical or employment, but intends to return to the shared place of residence.
- C. Both persons agree to be jointly responsible for each other's basic living expenses during the domestic partnership ("Jointly responsible" means that each domestic partner agrees to provide for the other partner's basic living expenses if the other partner is unable to provide for himself. "Basic living expenses" means the cost of basic food and shelter, and any other cost, including, but not limited to, the cost of health care, if some or all of the cost is paid as a benefit because a person is another person's domestic partner).
- D. Neither person is in a marriage recognized by New Jersey law or a member of another domestic partnership.
- E. Neither person is related to the other by blood or affinity up to and including the fourth degree of consanguinity.
- F. Both persons are of the same sex and therefore unable to enter into a marriage with each other that is recognized by New Jersey law.
- G. Both persons have chosen to share each other's lives in a committed relationship of mutual caring.
- H. Both persons are at least 18 years of age.
- I. Both persons file jointly an affidavit with the Human Resources office that sets forth each party's name and age, the parties' common mailing address, and a statement that, at the time the affidavit is signed, both parties meet the requirements of this contract provision.
- J. Neither person has been a partner in a domestic partnership that was terminated less than 180 days prior to the filing of the current affidavit with the Human Resources office, except that this prohibition shall not apply if one of the partners died; and, in all cases in which a person registered a prior domestic partnership in New Jersey, the domestic partnership shall have been terminated in accordance with the provisions of Section 10 of P.L. 2003, c.246 (C.26:8A-10).
- K. Dependent children in a domestic partnership household are eligible for identified benefits, equivalent to the benefits provided to dependent children of married employees, if the dependent child meets all of the following requirements:
 1. Unmarried;
 2. Receive more than 50% of their support from the domestic partnership;
 3. Live in the household as their principal place of residence, unless they live at school or elsewhere as the result of a divorce or legal separation;
 4. Not employed on a full-time basis, except on college vacations; and
 5. Under age 19, or under age 23 and a full-time student.

ARTICLE XXIV – HOSPITALIZATION AND PRESCRIPTION PLAN

- A. The College shall provide, at its expense, subject to the premium sharing provisions set forth below, health insurance and prescription benefits for employees through the School Employees' Health Benefits Program ("SEHBP"), or through an equivalent plan. To be eligible for health insurance, an employee must be scheduled to work 30 hours per week. Employees employed on June 27, 1996 for less than 30 hours per week who received health insurance benefits on that date will continue to receive such benefits on the same terms as full-time employees.
- B. Effective July 1, 2013, all active unit employees who have not opted-out under Section D below, shall contribute towards the cost of health insurance and prescription benefits in accordance with the provisions of P.L. 2011, Chapter 78. These payments shall be made on a pre-tax basis, pursuant to an IRS §125 salary reduction premium only plan, in accordance with the College's regular payroll practices.
- C. Medical and prescription co-payments are in accordance with the applicable SEHBP Plans or equivalent plans.
- D. The College will pay one thousand dollars (\$1,000) per plan year to a unit member who elects to waive all health insurance for themselves and their dependents if such unit member shows proof of alternative coverage in accordance with the requirements and limitations of the SEHBP.

The College will pay one thousand three hundred dollars (\$1,300) per plan year to a unit member who elects to waive all health insurance, dental insurance, and prescription drug insurance for themselves and their dependents if such unit member shows proof of alternative coverage in accordance with the requirements and limitations of the SEHBP.

The College will pay six hundred dollars (\$600) per plan year to a unit member who elects to waive all dependent health insurance coverage if such unit member shows proof of alternative coverage in accordance with the requirements and limitations of the SEHBP.

The College will pay eight hundred dollars (\$800) per plan year to a unit member who elects to waive dependent coverage for health insurance, dental insurance, and prescription drug insurance if such unit member shows proof of alternative coverage. These payments will be made in the first paycheck in the first month of the plan year, for a full year without the insurance coverage in accordance with the requirements and limitations of the SEHBP.

These payments will be made in the first paycheck in the first month of the plan year, for a full year without the insurance coverage. Employees shall be notified during open enrollment period of the availability of the health opt-out option, its terms, and the date when the payments will be made. If the employee drops the insurance after the first day of the first month of the Plan Year, the payment will be prorated. If the employee drops insurance and then has to have the insurance reinstated, the employee will have to reimburse the College a prorated portion of the payment.

- E. The College shall continue to maintain a flexible spending account (FSA) to permit employees to voluntarily set aside, on a pre-tax basis, a portion of their earnings to pay for qualified expenses not otherwise covered by the Health Benefits Plan, pursuant to Section 125 of the Internal Revenue Code, 26 U.S.C. §125 (medical and dental) and expenses, as provided in Section 129 of the Code, 26 U.S.C. §129 (dependent child care).

Effective for each January 1, the College will have made available five hundred dollars (\$500) for each calendar year in each negotiating unit member's FSA account. Unit members may add voluntary contributions on a pre-tax basis. For unit members that voluntarily contribute in excess of \$500, the College will match those contribution dollar-for-dollar, up to a maximum of \$100 each calendar year.

- F. Married couples or domestic or civil union partners where both are College employees (regardless of the negotiating unit, if any) may choose separate health insurance plans (medical and prescription) for themselves and all eligible dependents, unless the Plan requires selection of a single plan for married couples, or domestic or civil unions. The spouse or domestic or civil union partner who elects to waive coverage will be eligible for waiver payments as outlined in this Article, unless the Plan requires selection of a single plan for married couples, or domestic or civil unions.
- G. For the eligible dependent(s) of a unit member who dies, the College will pay the premium for those insurance plans for twelve months after the unit member's death. As soon as possible after the death of such unit member, the College will provide his/her survivor's with all pertinent information relevant to insurance, retirement, and other benefits.

ARTICLE XXV - WORKMEN'S COMPENSATION INSURANCE

All employees are covered by Workmen's Compensation Insurance.

Section 1

In the event of an accident, the employee shall immediately notify his/her immediate supervisor.

Section 2

Time lost from work due to an injury occurring while at work shall not be taken from the employee's allowed sick days until clarified under the Workmen's Compensation Insurance Program.

Section 3

Employees shall be allowed time off from work, without loss of pay, to attend compensation hearings which occur during their regular work day.

ARTICLE XXVI - DENTAL INSURANCE

The College will pay the entire premium for a dental insurance plan through Delta Dental (Premier, PPO) or Delta Care, or an equivalent plan, for employees and their eligible dependents. The maximum annual dental benefit shall be \$2,000 per year per each eligible person covered. Part-time employees shall be permitted to enroll in the dental insurance plan upon payment of the College's monthly premium. Married couples or civil union or domestic partners who both are College employees (regardless of the negotiating unit, if any), must choose one dental plan for themselves and all eligible dependents.

ARTICLE XXVII - DISABILITY INSURANCE

Section 1

The College agrees to pay all premiums to provide a Disability Insurance Plan for all employees who have completed their probationary period and who work at least twenty-four hours per week on their regular schedule in accordance with the terms set forth in Section 2 below.

Section 2

The disability plan will be changed as follows:

1. Sixty-six and two thirds ($66 \frac{2}{3}$) of salary up to \$450 per week benefit to be paid for twenty-four (24) weeks after the onset of the initial disability payment.
2. Fourteen (14) day waiting period. Sick leave, if available, to be used during the waiting period.
3. Negotiating unit members must exhaust sick leave before disability benefits may be received.
4. Negotiating unit members may not be paid sick leave and collect disability benefits simultaneously.

ARTICLE XXVIII - TUITION TO COLLEGE COURSES

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

If a negotiating unit member is within six (6) credits of graduation from Camden County College and requires a course for their designated major that is not offered at night, a flexible work schedule may be permitted to enroll in the course during the work day provided it does not interfere with the department's work schedule. A one-time opportunity to flex a work schedule shall apply and must be pre-approved by immediate supervisor, the department vice president or designee and the Office of Human Resources. A negotiating unit member must submit a written request to the Office of Human Resources 60 days before the start of the course along with an official Camden County College transcript.

- B. Dependent children, age twenty-three or younger, of full-time negotiating unit members who have died or become permanently disabled while employed by the College shall be permitted to enroll on a tuition-free basis at the College for a maximum of thirty (30) credits per fiscal year for a limit of three (3) years if they meet the academic standards and requirements and obtain the approval of the Office of Human Resources. "Permanently disabled" shall be defined as either receipt of a disability pension through PERS or entitlement to social security disability.
- C. Upon successful completion of ("C" or better) a course, negotiating unit members may be reimbursed for tuition and fees up to an amount per credit that does not exceed the prevailing rate per credit at Rutgers University for in-state students, or at fifty percent (50%) of the existing rate

of the institution the negotiating unit member is attending, whichever is greater. The employee can be reimbursed for a maximum of fifteen (15) credits or its equivalent during the period between July 1 and June 30, each year. There will be a different reimbursement rate for undergraduate course(s) than for graduate course(s) in accordance with the respective tuition rates at Rutgers University. Reimbursement provisions will also be applicable to workshops, seminars, and vocational school training.

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

- D. The College will reimburse negotiating unit members for the Transfer Credit Evaluation Fee, the Annual Enrollment Fee and Tuition Fees assessed by Edison State College.
- E. Employees receiving tuition reimbursement are obligated to continue to work at the College for a period of two years. The continuing work obligation begins from the date of reimbursement. If the employee does not continue to work for the required period of time, the employee must repay the College for the amount of the tuition reimbursement received within the last two years.

ARTICLE XXIX - COLLEGE SPONSORED PROGRAMS

A. Wellness Program

Wellness Program will be developed and maintained by the College for the physical health of all employees. It is understood that the Wellness Program will be available at no cost to Local 81440 negotiating unit members.

B. Human Resources Development

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

ARTICLE XXX – SALARIES

A. Five Year Contract

The following increases shall be paid to all current unit employees on the payroll at the signing of this agreement and for their subsequent compensation during the relevant periods.

2% increase to base retroactive for the period from July 1, 2018 through June 30, 2019;

2% increase to base retroactive beginning July 1, 2019 through June 30, 2020;

2% increase to base for the period from July 1, 2020 through June 30, 2021;

2% increase to base for the period from July 1, 2021 through June 30, 2022;

2% increase to base for the period from July 1, 2022 through June 30, 2023;

The salary for each position covered by this Agreement shall be adjusted accordingly.

B. Longevity

Effective July 1, 1993, eligible employees will receive a longevity payment. The initial longevity payment to eligible employees shall take place on the first pay day after July 1, 1993 and each subsequent year thereafter. There will be a separate lump sum check for longevity.

Total number of years of seniority for purpose of monetary remuneration shall be considered up to/and including December 31 of each distribution year. However, the maximum longevity payment possible shall be \$3,000, and in no case shall any secretary receive a longevity payment greater than \$3,000.

YEARS	INCREMENTS PER YEAR
0 – 5	\$ 0.00
6 – 10	\$ 100.00
11 – 15	\$ 150.00
16 – 20	\$ 200.00
21+	\$ 250.00

Any employee hired after June 30, 2013 shall no longer be eligible for longevity.

- C. Pursuant to a side letter agreement between the parties, any employee hired prior to July 1, 2013 and a member of this negotiating unit, shall remain subject to the step progression and salary classification system as it existed prior to the signing of this contract, subject to the negotiated increases in accordance with the provisions in Section A, with those increases set forth in that side letter. Any employee becoming a member of this negotiating unit after July 1, 2013 shall receive a starting salary that is \$11,000 below the top salary for that position, unless the College determines otherwise, which shall be increased annually in accordance with the percentage increases outlined in Section A.
- D. The College shall determine the actual starting salary, but the starting salary shall never be below the minimum or above the maximum salary for the position.

E. Maximum Salaries for Positions

<u>Position</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
Teaching Assistants (<30 crs.)	\$27,671	\$28,224	\$28,788	\$29,364	\$29,952
Teaching Assistants (>30 crs.)	\$32,204	\$32,849	\$33,506	\$34,176	\$34,859
Teacher/Instructional Aide	\$34,963	\$35,662	\$36,375	\$37,103	\$37,845
Violations Clerk	\$39,169	\$39,952	\$40,751	\$41,566	\$42,398
Clerks/Admissions, Reg., FA	\$46,018	\$46,939	\$47,877	\$48,835	\$49,812
Mail Clerk/Console Attendant	\$48,839	\$49,815	\$50,812	\$51,828	\$52,864
Console Attendant	\$49,190	\$50,173	\$51,177	\$52,200	\$53,244
Operator/Receptionist	\$49,190	\$50,173	\$51,177	\$52,200	\$53,244
"C" Secretary	\$51,285	\$52,310	\$53,356	\$54,424	\$55,512
Graphics Production Aide	\$51,285	\$52,310	\$53,356	\$54,424	\$55,512
Press Attendant	\$51,285	\$52,310	\$53,356	\$54,424	\$55,512
Ledger Clerk	\$52,677	\$53,730	\$54,805	\$55,901	\$57,019
"B" Secretary	\$54,063	\$55,144	\$56,247	\$57,372	\$58,520
Circulation Assistant	\$54,063	\$55,144	\$56,247	\$57,372	\$58,520
Library Assistant	\$54,063	\$55,144	\$56,247	\$57,372	\$58,520
Periodicals Assistant	\$54,063	\$55,144	\$56,247	\$57,372	\$58,520
Junior Bookkeeper	\$56,162	\$57,285	\$58,431	\$59,600	\$60,792
"A" Secretary	\$57,544	\$58,695	\$59,869	\$61,066	\$62,288
"A" Secretary (10-month)	\$48,022	\$48,982	\$49,962	\$50,961	\$51,980
Printer	\$60,769	\$61,984	\$63,224	\$64,488	\$65,778
Dean's Secretary	\$61,741	\$62,975	\$64,235	\$65,520	\$66,830
Purchasing/Fiscal Secretary	\$61,741	\$62,975	\$64,235	\$65,520	\$66,830
Purchasing Assistant	\$63,672	\$64,946	\$66,245	\$67,570	\$68,921
Senior Bookkeeper	\$63,672	\$64,946	\$66,245	\$67,570	\$68,921

ARTICLE XXXI - GROUP LEADERS

Group Leaders shall be chosen by the College President or his/her designee whenever he/she deems it necessary. In the selection of a Group Leader, the College President or his/her designee will give weight to seniority in his/her choice.

Group leaders shall be paid an additional five percent (5%) per year over and above their base salaries.

ARTICLE XXXII – UNION RIGHTS

- A. Pursuant to Public Laws of 1974, Chapter 123 of the State of New Jersey, the Board hereby agrees that Unit members shall have the right to freely to organize, join and support the Association for the purpose of engaging in collective negotiation over grievances, terms and conditions of employment, and activities for mutual aid and protection. As a duly appointed body exercising powers granted under the laws of the State of New Jersey, the Board undertakes and agrees that it will not directly or indirectly deprive, discourage, coerce or harass any Union member in the enjoyment of any rights conferred by the Act or other laws of New Jersey or the Constitutions of New Jersey and of the United States, that it will not discriminate against any Unit member with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Union, his participation in any activities of the Union or collective negotiations with the Board or his institution of any grievance, complaint or proceeding under this Agreement.
- B. Nothing contained herein shall be construed to deny or restrict to any Unit member, rights he may have under the General School laws of the State of New Jersey applicable to Camden County College, or other applicable laws and regulations. The rights granted to Union members hereunder shall be deemed to be in addition to those provided elsewhere.
- C. Duly authorized officers and representatives of the Union shall be permitted to transact official Union business on College property at all reasonable times. Reasonable time shall be defined as periods which do not interfere with the operation of the College or the performance of their regular duties.
- D. Duly authorized officers and representatives of the Union shall have the right to meet with individual employees on the premises of the College during the work day to investigate and discuss grievances, workplace-related complaints, and other workplace issues.
- E. The Union shall have the right to use College facilities and office equipment, including typewriters, computers, copying machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at all reasonable times, when such equipment is not otherwise in use. Payments shall be made for any expendable supplies used for Union purposes and the Union shall be liable for damages to any equipment used for said purposes.
- F. Duly authorized officers and representatives of the Union shall have the right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on the College's premises to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of the Union, and internal union matters involving the governance or business of the Union.
- G. Duly authorized officers and representatives of the Union shall have the right to meet with newly hired employees, without charge to the pay or leave time of the employees, for a minimum of 30 and a maximum of 120 minutes, within 30 calendar days of their date of hire, during new employee orientations, or at individual or group meetings.

- H. Within 10 calendar days from the date of hire of a negotiations unit employees, the College shall provide the following contact information to the Union in an Excel file format or other format agreed to by the Union; name, job title, worksite location, home address, work telephone, home and personal cellular telephone numbers on file with the College, date of hire, and work email address and any personal email address on file with the College. Every 120 calendar days beginning on January 1, 2019 the College shall provide the Union, in an Excel file or similar format agreed to by the Union, the same information for all negotiations unit employees.
- I. The Union shall have the right to use the email systems of the Employer to communicate with negotiations unit members regarding collective negotiations, the administration of collective negotiation agreements, the investigation of grievances, other work-place related complaints and issues, and internal union matters involving the governance or business of the union.
- J. The Union shall have the right to use College buildings and other facilities that are owned or leased by the College to conduct meetings with their unit members regarding collective negotiations, the administration of collective negotiation agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the grievance or business of the union, provided such use does not interfere with government operations.
- K. The College shall make available to the Union a bulletin board for the purpose of posting official Union notices. The Union shall have the right to post notices of its activities and related matters of the Union. The Union may use the College mail service and College mail boxes for communications to its membership.
- L. The College shall establish one official personnel file for each negotiating unit member and this file shall be located in the Office of Human Resources. The College shall not include in the personnel file any documents or records relating to grievances and/or arbitrations involving negotiating unit members.
- M. A copy of any documents or memoranda relating to individual performance, competence, character, service or conduct of a negotiating unit member which is placed in his/her personnel file, shall be furnished within a reasonable time to the employee, who shall have the right to respond and have such response included as a part of his/her personnel file.
- N. All negotiating unit members shall have the right, upon request, to review the contents of his/her personnel file on their own time during the work day and may obtain one copy of any item in their file. The request to review must be made in the Office of Human Resources.
- O. If the College holds a meeting for the purposes of imposing discipline, or if a College representative interviews an employee in a situation that might reasonably lead to disciplinary action being taken against that employee, the employee shall be advised that he or she has the right to have a Union representative present prior to commencing or continuing that meeting.
- P. Officers or Representatives of the Union shall, upon request of the Union, be admitted to the College during working hours for the purpose of ascertaining whether or not this Agreement is being observed by the parties or for assisting in the adjustment of grievances upon permission of the College President or his/her designee.

Q. No employee shall be disciplined without good and just cause as prescribed by law.

ARTICLE XXXIII – SHIFT DIFFERENTIAL

Employees working any shift other than the 8:30 a.m. to 4:30 p.m. shift, shall receive \$.75 additional compensation per hour for each hour worked before 8:30 a.m. and after 4:30 p.m. Employees working the 8:30 a.m. to 4:30 p.m. shift, like employees working all other shifts, shall receive time and one half for all hours worked beyond 7 hours in a single day.

ARTICLE XXXIV – MISCELLANEOUS

- A. Copies of this Agreement shall be reproduced by the College and distributed to all negotiating unit members now employed or hereafter employed by the College for the duration of this Agreement.
- B. If any provision of this Agreement shall be found contrary to law, then such provision shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions shall continue in full force and effect.
- C. A Joint Union and Management Committee shall be established within six months of the signing of this Agreement and shall meet regularly to identify, select, and develop appropriate professional development programs for negotiating unit members to be recommended to the College.

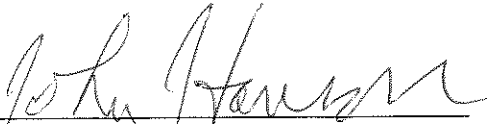
The College agrees to annually sponsor and/or otherwise make available professional development programs and opportunities for negotiating unit members to improve their skills in areas such as Power Point; Microsoft Office; College software systems; computer literacy; Excel; data visualization, data base management; and other areas which enhance the skills and opportunities of unit members. The total number and scheduling of such development programs shall be set at the sole discretion of the College, as long as a minimum of two are offered per year.

ARTICLE XXXV - TERMINATION OR MODIFICATION

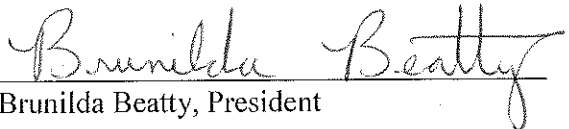
This Agreement shall remain in full force and effect to and including June 30, 2023. Negotiations for the next subsequent agreement shall commence no later than February 1, 2023.

CAMDEN COUNTY COLLEGE
BOARD OF TRUSTEES

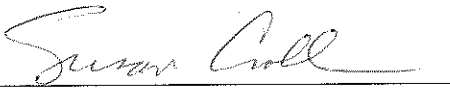
IUE/CWA LOCAL 81440
OFFICIALS/NEGOTIATING TEAM



John Hanson, Chairman



Brunilda Beatty, President



Susan Croll, Vice-Chair



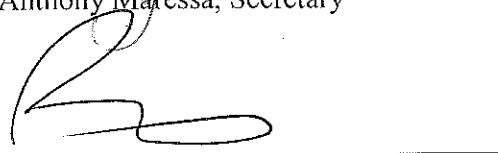
Catherine Yocum-Glikas, Recording Secretary



Anthony Maressa, Secretary



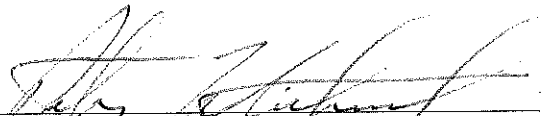
Celines Rodriguez, Financial Secretary



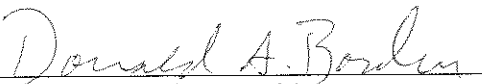
Brett Wiltsey, Treasurer



Joseph Porreca, Sergeant At Arms



Peter Wickersty, International Representative



Donald A. Borden, President

Date 9-10-2019

Date 9/19/2019