

Contract # 44

Atlantic Community College

Supportive Staff Association of Atlantic Community College

The logo consists of the letters 'A', 'C', and 'C' in a bold, outlined, blocky font. The 'A' is on the left, and the two 'C's are on the right, all connected by a thin horizontal line.

**ATLANTIC
COMMUNITY
COLLEGE**

AGREEMENT

July 1, 1990 - June 30, 1993

List of Revised or New Contract Items

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New	Subsequent class./inform SSAACC	3	I
Revised	Grievance filed within 20 days	6	III
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Revised	Vision care/once every two years	45	XVIII
Revised	Longevity/6, 8, 9, 15, 19 years	49	XXI
New	SSAACC classifications CCI Instructor I, II, III Supervisor, Material Services		Appendix A
Revised	Leadperson/\$25 per week		Appendix D
Revised	Compensation/salary increases		Appendices

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Preamble

This Agreement is entered into this 1st day of July 1990, by and between the Board of Trustees of Atlantic Community College, hereinafter referred to as the Board, and the Supportive Staff Association of Atlantic Community College, hereinafter referred to as the Association.

Article I
Recognition

A. Unit

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

College Staff

Clerical

Professional

Secretarial

Technical

CCI Instructor

Supervisor, Material Services

Physical Plant Staff

Custodial

Maintenance

Security

Specifically excluded are:

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

B. Definition of Employee

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

C. Grant-Funded Positions

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

D. Subsequent Classifications

The College shall have the right to determine whether any classifications established subsequent to the effective date of the Agreement are to be included or excluded from the bargaining unit. Classifications considered appropriate to the bargaining unit shall be submitted to the Joint Employee-Employer Committee for comment with respect to level and title. The SSAACC President will be informed of the outcome.

E. Non-Discrimination

The parties to the Agreement shall apply the provisions of equality without regard to age, sex, marital status, race, religion, creed, national origin, handicap status and membership in the Association.

F. SSAACC Negotiation

The Board agrees not to negotiate with any member in the bargaining unit individually or with any organization or group within the bargaining unit other than the Association for the duration of this Agreement.

Article II

Negotiation of Successor Agreement

A. Deadline Date

The parties agree to enter into collective negotiations over a successor Agreement in accordance with the New Jersey Public laws of 1968, Chapter 303, as amended by Chapter 123, New Jersey Public Laws 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. The Association shall submit to the Board, on or about September 30 of the calendar year preceding the calendar year in which this Agreement expires or is subject to reopening, its demands for modification or termination of the Agreement. Negotiations between the parties shall begin on or about October 15. Any Agreement so negotiated shall apply to all members of the bargaining unit, be reduced in writing, ratified and signed by the Board and the Association, and be adopted by the Board.

B. Bargaining During Work Hours

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

C. Modification

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

Article III
Grievance Procedure

A. Purpose

The College and the Organization agree that they will use their best efforts to encourage the informal and prompt settlement of complaints and grievances which may arise between the Organization, its employees and the College. The orderly processes hereinafter set forth will be the sole method used for the resolution of all complaints and grievances.

B. Definition of a Grievance

A grievance is a claim by one or more members of the bargaining unit or by the Association, hereinafter collectively referred to as a "grievant," that such member or members have suffered an injury because of an alleged violation, misrepresentation or misapplication of any provision of the Agreement, or any existing rule, order or regulation of the Board of Trustees, the President of the College or the Board of Higher Education.

C. Informal Level

Step I

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

D. Procedure

Step II

If a complaint is not satisfactorily resolved in informal discussion, a grievance may be filed, in writing, within 20 working days of the occurrence of the grievance or after the grievant should reasonably have known of the occurrence of the grievance and mail or deliver such grievance to the employee's departmental director with a copy to the Association. The grievance shall simply state the nature of the grievance, the section of the contract, rule, regulation or order violated, and the remedy requested, and shall be dated and signed by the grievant. Within five working days from the receipt of the grievance the departmental director shall meet with the grievant in an effort to resolve the grievance. The director shall indicate the disposition of the grievance, in writing, within four working days of the last meeting with the grievant, with a copy to the Association. The parties shall adhere to strict compliance of grievance procedures and limits. Change to time limits shall be in effect only with prior mutual agreement.

Step III

If the grievance is to be processed through Step III, the employee shall forward the grievance within five working days to the Director of Human Resources. Within seven working days upon receipt of the grievance, the Director of Human Resources shall meet with the grievant in an effort to resolve the grievance. The Director of Human Resources shall indicate disposition of the grievance, in writing, within seven working days of the last meeting with the grievant, with a copy to the Association.

Step IV

If the grievant is not satisfied with the decision at Step III, the employee may appeal to the College President within seven working days from the receipt of the disposition given by the Director of Human Resources. The College President or his/her designee shall, within 10 working days from the receipt of the grievance, meet with with the grievant and the Association to consider the facts and circumstances of the grievance in an effort to resolve the matter. The President or his/her designee shall indicate the disposition of the grievance, in writing, within seven working days after the last meeting with the grievant, with a copy to the Association.

Step V

1. If the Association is not satisfied with the disposition of the grievance by the President or his/her designee, and the Association determines that the matter be reviewed further, the Association may submit the matter to arbitration, with a copy to the President, within 30 days from receipt of the disposition of the grievance by the President. If the parties cannot agree on an arbitrator, he/she shall be selected pursuant to the rules and procedures of the American Arbitration Association whose rules shall likewise govern the arbitration proceeding.
2. Both parties agree that the arbitration shall be binding upon the terms of the Agreement and advisory on all other matters.
3. The fees and expenses of the arbitrator shall be shared equally by the College and the Association. Any other expenses incurred shall be paid by the party incurring the same.

4. The number of days indicated in each step of the grievance procedure may be extended by mutual written agreement of the parties.
5. All documents, communications and records dealing with the grievance shall not become a part of the permanent files of the participants.
6. Nothing herein contained shall be construed to limit, deny, or restrict the rights, or remedies, administration or judicial to which any grievant may be entitled under law.
7. Any grievance not answered within the times specified shall be deemed as granting relief specified to the grievant.
8. Any aggrieved employee may be represented at all stages of the grievance procedure by himself/herself and, at his/her option, a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present at all stages of the grievance procedure.
9. No reprisals of any kind shall be taken by the Board or the Association or by any representative member of the Administration or by any representative member of the Association contrary to the welfare/interests of the grievant, and/or the grievant's representative(s). This same immunity from reprisals/retaliatory actions/punitive measures shall be guaranteed to all others connected with the Association, the Administration, and the Board of Trustees as well as participatory witnesses concerned with the grievance.
10. All meetings and hearings under this procedure shall not be conducted in public.

11. At any time during the processing of the grievance, the President of the College or his/her designee may intervene in order to discuss and determine the nature of the grievance without the necessity of the appeals.

Article IV

Management Rights

- A. The Association recognizes that the Board has the responsibility and authority to manage all the operations and activities of the College to the full extent authorized by law. The exercise of these powers, rights, authority, duties, and responsibilities by the Board and the adoption of such rules, regulations and policies as it may deem necessary, shall be limited only by the specific and expressed terms of this Agreement.
- B. The Association agrees and recognizes that the Board reserves to itself sole jurisdiction and right, in compliance with the laws of the State of New Jersey and the rulings of the State Commissioner of Higher Education, to hire, assign, promote, transfer and direct employees covered by this Agreement or to take disciplinary action against said employees, up to and including discharge, for just cause, to direct school operations, and to take whatever other actions may be necessary to accomplish the mission of the College except as may be specifically provided by the language of this Agreement.

C. Except for serious breaches of discipline, the following discipline procedures shall be sequentially followed for each offense, unless of the same nature:

1. An oral warning shall involve identifying the problem and counseling the employee about the situation to be resolved.
2. Formal written warning about the violation and required corrective action to the employee with a copy to the employee's, personnel file.
3. Disciplinary action, up to and including suspension.
4. Disciplinary action, up to and including discharge.

The employee concerned shall be provided with the opportunity to acknowledge by signature such letter as referred to in Step II above, and to respond in writing if so desired. Such response shall be attached to the letter and be included in the employee's personnel file. If there are no reoccurrences of the offense within a two-year period, all records of such offense shall be removed from the employee's personnel file. The Association member may request that the supervisor review the filed reprimand for possible removal after one year. Removal of a filed reprimand after one year shall be solely at the discretion of the supervisor.

Article V

Employee Rights and Privileges

A. Right to Organize

Pursuant to Chapter 123, Public Laws of 1974, the Board agrees that every employee covered under this Agreement shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations. As a duly appointed body exercising governmental power under the law of the State of New Jersey, the Board undertakes and agrees that it shall not directly nor indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974 or other laws of New Jersey or the Constitution of New Jersey and the United States; that is shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of employee's membership in the Association.

B. Additional Rights

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

C.. Just Cause

No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be made public and shall be subject to the grievance procedure herein defined and set forth as a matter of contractual stipulation.

D. Notice and Representation

Whenever any employee is required to appear before the Director of Human Resources and/or the President concerning any matter which could adversely affect the continuation of that employee's position status, overall employment, or the salary and all related increments, then the respective employee shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to serve as either an advisor and/or spokesperson for the employee during said meeting or interview. Any suspension of an employee pending a disposition of charges, shall be without pay. However, should the employee be vindicated the loss of pay will be recoverable.

E. Pins/Identification

No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates as long as they are not an inconvenience to students and other employees.

F. . Child Care Services

Members shall have preferential opportunities to child care center enrollment in relationship to community enrollees. In no case will preference be offered before children of ACC students.

Article VI

Association Rights

- A. The Board agrees to furnish the Association in response to a reasonable request, from time to time, all available information concerning the financial resources of the College, including but not limited to: annual financial reports and audits; a directory of all personnel in the unit and all changes which may arise; budgetary requirements and allocations; agendas; minutes of all Board meetings; two copies of appropriate personnel policies; and all other information of a pertinent nature which will assist the Association in developing intelligent, accurate and constructive proposals for the purpose of negotiations which may be necessary for the Association to process any recommendation(s), grievance(s) or complaint(s).
- B. Representatives of the Association and their affiliating agent shall be permitted to transact official Association business on College property at all reasonable times, provided that this shall not interfere with or interrupt normal College operations.
- C. The Association and its representatives shall have the right to use College facilities at all reasonable hours for meetings. The College shall be notified in advance of the time and place for such meetings.

- D.. The Association shall have the right to use College equipment at a reasonable time upon request to the appropriate College official. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use.
- E. Bulletin boards shall be provided for the posting of organization notices and materials at each of the following locations:
1. Main campus building - J building
 2. Time clock
- F. The Association shall have the right to use the inter-college mail facilities and inter-college telephone system as it deems necessary. The Association will accept the responsibility for all long-distance calls made in the Association's name.
- G. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organization(s) representing any portion of the unit or potential member of the unit.
- H. The Association shall have the right to hold Association meetings within the work day. Such meetings shall be limited to two per year and in no event will last more than one-half hour. In addition the Association shall have the right to hold two meetings per year within the work day at the Atlantic City Extension Center. Notification of all such meetings shall be given to the College at least 10 days in advance of such meetings.

Article VII
Conditions of Employment

A. College Staff

1. Work Week

The work day shall consist of seven hours excluding a 30-minute lunch period for employees working a 35-hour work week. The normal work week will be from Monday through Friday, 9 a.m. to 4:30 p.m., for 35 hours, seven hours a day.

2. Summer Work Hours

The summer schedule begins the first full week in June and continues through Labor Day. The work day shall consist of 6 1/2 hours excluding a 30-minute lunch period for employees working a 32 1/2 hour week, 6 1/2 hours a day. The normal week will be from Monday through Friday, 9 a.m. to 4 p.m., for 32 1/2 hours, 6 1/2 hours a day except that the College may establish a four-day work week not to exceed the total work week summer hours within the four-day period. Exact reporting and dismissal times shall be agreed upon before the establishment of this policy. The College shall make every effort to allow as many Association members as possible to work a four-day work week during the summer schedule.

3. Overtime

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

All overtime will start at the first half hour above the normal work week (35 hours). This will be paid at the rate of 1 1/2 times the hourly salary. On Sundays and holidays the pay will be 2 1/2 times the hourly rate.

4. Committee Assignments

Employees will not be required to take minutes of the Collegiate Assembly Committee meetings, but will type and distribute such minutes on a rotating basis within the academic area.

B. Rotating Seniority/Right of First Refusal

All College offices shall award overtime to Association members on a rotating seniority basis. Rotating seniority shall be based on the date of full-time hire at the College. Association members on short-term leave (less than 10 consecutive working days) will not lose their place on the list for the next overtime call. Association members who refuse the overtime will be bypassed until their turn comes up again. The rotation is based on number of turns, not number of hours. If the overtime work requires the skills of a specific classification the right of first refusal list will be invalid. The rotating seniority list will be posted. An office shall be defined as a unit within the department.

C. . Physical Plant Staff

1. Work Week

The regular work week for other than Security Guards shall be 40 hours including one-half hour for lunch, over a consecutive five-day week, at eight hours per day.

2. Overtime

All hours over 40 hours, Monday through Friday, shall be paid at time-and-a-half rate. All hours on Saturday shall be paid the time-and-a-half rate. Sundays and holidays shall be paid at 2 1/2 times the rate. Security Guards shall receive overtime

compensation at

the rate of time and a half for work over 40 hours and double-time pay for work over 48 hours. Paid vacation days, paid holidays, paid leave days and work days lost because of compensable on-the-job injuries, shall be counted as routine eight-hour work days for purposes of computing overtime.

3. Call-Back Time

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

4. Shift Premium

- a. Second Shift: Second shift is any regularly scheduled shift starting between 2 p.m. and 10 p.m. The shift premium shall be 20 cents per hour.
- b. Third Shift: Third shift is any regularly scheduled shift starting between 10 p.m. and 5 a.m. The shift premium shall be 22 cents per hour.

The shift premium shall be applicable where the assignment is more than three consecutive days and/or a total of nine days per year.

5. Employee Uniforms

The College will make uniforms available within 30 days following completion of the probationary period. The College agrees to make replacement uniforms available through a local vendor selected by the College. Employees needing replacement uniforms shall secure an approval form from the College and present it to the vendor for the necessary items.

D. Casino Career Institute Staff

1. Work Week

The work week shall consist of 40 hours per week.

2. Overtime

Overtime shall be computed for time over 40 hours at 1 1/2 times except in the event of call-in, in which case payment shall be computed as in Section C, Paragraph 3. On Sundays and holidays pay shall be 2 1/2 times the hourly rate.

E. Holidays

Recognized holidays with pay are as follows:

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

Employees required to work on a holiday will be paid for that time at 2 1/2 times their regular rate or be given compensatory time off at a date mutually agreed upon by the employee and supervisor. Regular, part-time employees regularly scheduled for 20 hours or more per week will receive holiday pay if the holiday falls on a regularly scheduled work day.

F. Compensatory Time

The accumulation of compensatory time will be mutually decided between the employee and his/her supervisor and approved by the Director of Human Resources with such accumulation reported to the Human Resources Department on a Payroll Time Sheet no later than the end of the payroll period in which the time was earned. The maximum amount of compensatory time permitted in any one contract year is limited to 70 hours. Requests for use of compensatory time will be processed in advance of the leave period on an approved Leave Request Form. Only leave duly reported will be permitted to be taken.

G. Vacation

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

<u>Years of Service</u>	<u>Vacation Hours/Days Earned Per Year</u>
One through four	91/13
Five through nine	140/20
Ten or more	168/24

2. Unit employees may accumulate no more than 168 paid vacation hours (24 days) retroactive to date of initial employment. In the event an employee's work load precludes the scheduling of vacation in order to comply with this section the employee may file a request with the Human Resources Office for an extension which will be granted if the College agrees that such a condition does exist.

3. SSAACC members may participate in "Planned Summer Vacation."

SSAACC members participating in "Planned Summer Vacation" must submit approved leave forms to the Human Resources Office by June 20. The form will indicate leave time above the carry-over limit which will be used through Aug. 31. The time requested for July and August will be charged against the June 30 deadline. SSAACC members requesting vacation for July and August may not alter that plan at a later date. The time submitted is charged to the June 30 cut-off and will appear on the final June paystub. If a participating SSAACC member leaves the College before using planned vacation, that time would not be compensable. This plan is to allow SSAACC members the flexibility to use vacation time during the summer. It does not permit vacation time carry-over beyond June 30.

4. A month is counted for vacation credit only if the employee is in a paid status for at least one-half the normal scheduled work days of that month. Regular, part-time employees shall be eligible for accrued vacation based on the number of regularly assigned work hours pro-rated on the basis of the normal work hours for the classification in accordance with the accrual formula in Paragraph F, Number 1. Such employees shall be notified of the computation of vacation leave at the time of employment and periodically advised of the leave balance.

H. Critical Employees

The custodial staff is exempt from the list of critical employees as defined in the College policy on emergency closing. It should also be noted that employees who are defined as "critical," and work, will be provided with a compensatory leave day along with the pay for the date worked.

I. Rest Breaks

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

J. Hazardous Conditions

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

K. Work-Related Injuries

An employee may use accumulated sick, personal or vacation leave in the event of a work-related accident or injury during the first seven consecutive days of the accident or injury. At such time as the injury is determined to be compensable by the College insurance carrier, the employee's leave account will be credited for leave charged.

L. . Special Vehicle License (special, i.e, bus/van)

Any employee required by the College to hold a New Jersey special vehicle driver's license shall be reimbursed each year for the cost of renewal for such license.

Article VIII

Employment Procedure

A. Placement within Salary Range

Any employee newly hired prior to February shall be given full credit for one year of service toward the increment increase for the annual term of the contract as covered in the 1980/82 Agreement. Employees hired after February shall receive a pro-rated consideration based on complete months of service. College staff promoted or reclassified shall receive a one increment promotional increase for a one pay grade promotion or two increments if the promotion/reclassification represents a change of two or more pay grades, or the minimum rate of the new pay grade, whichever is greater but in no case shall the maximum of the rate range be exceeded. If the promotion brings a member to the minimum of the new pay grade, the employee shall be eligible for the probationary increase (upon completion of the probationary evaluation process) not to exceed 3.5 percent above the minimum of the range in effect at the time of the promotion.

B. . Resignation

1. An employee who is resigning from a position shall give two weeks notice to the Human Resources Office. The Board may give any resigning employee two weeks pay and dismiss the employee immediately upon receipt of notice of resignation.
2. Earned but unused vacation shall be paid to terminating employees providing the two-week notice is given. If two weeks notice is not given, the College shall withhold two weeks of unused vacation pay. It is understood that the College cannot mandate that an employee take accrued vacation leave within the two-week notice period.

C. Notification of Salary

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

D. Other Assigned Duties

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

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

Article IX

Promotions, Demotions, and Seniority

- A. A promotion is the advancement from a job classification in one salary grade to another classification in a higher salary grade. Conversely, a demotion indicates a change to a lesser classification and salary level. Generally, completion of a three-month trial period in the employee's current position shall be considered a minimum requirement for promotion at Atlantic Community College.
- B. New or revised positions will have been described, evaluated, and appropriately authorized by the Board of Trustees and/or management of the College through the Human Resources Office prior to any employee being transferred or promoted to the position.

- C.. When promoted, an employee will be on probationary status for a three-month period. This is in order to recommend according to the judgement of the responsible supervisor and/or Director of Human Resources, the employee for permanent status or to remand the employee to his/her former position and salary level or one that is similar.
1. The immediate supervisor shall complete an evaluation report at least once during the final half of the 90-day period.
 2. College staff who are promoted shall receive a salary adjustment at the time of promotion which shall be based on the promotional increment identified in the Salary Guide subject to the maximum of the salary range. If the position to which the employee is promoted represents a one pay grade increase, the employee will receive one incremental increase based on the employee's existing pay grade. A two pay grade or more promotion will result in a two increment increase based on the employee's existing pay grade.
- D. Any employee reduced in rank or job classification, regardless of compensation, may request and receive from the Director of Human Resources, reasons for such reduction no later than 15 working days following receipt of such request. Requests shall be made within 15 working days of either the effective date of reduction in rank or job classification, or of the date on which the employee is formally notified.

E. . Seniority

1. Seniority is defined as an employee's date of full-time hire at the College. Seniority shall accumulate until there is a break in service. A break in continuous service occurs when an employee resigns, is discharged or retires.
2. In the event of a reduction in force, including reductions caused by the discontinuance of a facility or its relocation, the employees shall be laid off in the reverse order of seniority of all employees in the classification (example: Clerk Steno, Clerk Typist, Account Clerk). "Bumping" rights shall be limited first to the employee's classification and then to a lower classification in which the employee previously worked at the College. Any employee laid off shall remain on a recall roster for a period of two years from the date of layoff. Recalls shall be based on seniority.
3. In the event that within two years of an employee's layoff a vacancy occurs in the same line of work from which the employee was laid off, and covered by this Agreement, the laid-off employee shall be entitled to a one-time recall in order of seniority.
4. Seniority will be the basis for settling any conflict arising relative to employees taking vacation leave (i.e., the most senior employee in the dispute will have the first option). However, where the work force is depleted because of vacation leave, the College shall reserve the right to designate time when an employee may not take leave.
5. In a conflict arising over which employee shall be assigned when a change in shift is necessary, the employee with the most seniority shall have the first choice of shifts, provided the employee has the necessary skills and ability to perform the work.

6. Employees in a classification shall have preference over new hires or transfers from outside the classification in the event of a shift vacancy within an employee's classification provided the employee has the necessary skills and ability to perform the work.
- F. Any employee who is terminated due to a reduction in force shall be given two weeks notice in advance of termination date or two weeks salary.

Article X

Transfers

1. A transfer is any change from one position to another within the same salary grade or a change from a position in one department or division to a position of equal value in another department or division of the College.
2. When transferred, an employee normally shall not receive an adjustment in salary. However, an employee's service on related positions from which transferred shall be considered for purposes of determining possible merit increases.
3. An employee shall not be transferred to a new or revised position until the position has been described, evaluated and authorized by the Board of Trustees and/or appropriate management authorities.

Article XI

Reclassifications

1. Request for reclassification may be initiated by the employee, supervisor or Human Resources Office where a significant change in duties and responsibilities of an existing position has occurred which may require reclassification of the position to another classification. An employee shall not initiate such a request more than two times during a fiscal year in which case the Human Resources Office shall reply within 30 working days.

2. If, as a result of re-evaluation, a position is changed to a higher or lower salary level/grade rate changes of incumbents may be treated as promotions or demotions as the case may be.

Article XII

Job Opportunities

A. Notice of Job Openings

After receipt of a letter of resignation or action vacating a position or creation of a new position within the negotiating unit, notices of all such job openings within the negotiating unit shall be posted for five work days prior to hiring if there are plans to fill the opening. The Job Opportunity Announcement shall be placed on appropriate staff bulletin boards with a copy sent to the President

of the Association. The Announcement shall contain the title of the vacant position, the name of the department in which the vacancy exists, a general statement of duties, the qualifications required and the salary range.

In the event of a holiday/vacation period occurring during the normal five-day posting period, the posting period shall be shortened to the number of work days possible before such vacation period begins, but in no event less than four days.

B. Application

To be considered for the posted vacancy, the member shall complete and file with Human Resources an Application for Promotion/Transfer form within the five-day period. However, members of the Association may file an Application for Promotion/Transfer with the Human Resources Department not later than January 1 and July 1 of each year which shall entitle the employee to active consideration for a period of six months for vacancies occurring in job classifications identified on the application. Such applications shall be treated in a confidential manner by the Human Resources Department until such time as the employee has expressed interest in being interviewed for a current opening. In no event shall any vacancy be filled until all staff who have a form on file are contacted.

C. Selection of Applicant

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

D. Notification of Appointment

The Association President shall be notified of all appointments in writing within the organization.

Article XIII

Employee Evaluation

A. Frequency

1. Employees shall be evaluated by their immediate supervisor at least one time each fiscal year. An Employee Performance Report shall be prepared and a conference held between the employee and his/her immediate supervisor for the purposes of establishing communications and understanding about the job performance and to identify any commendations, deficiencies and extending assistance for their correction.

2. In the case of new employees, the immediate supervisor completes an evaluation report at least once during the final half of the 90-day probationary period for review with the employee and submission to the Director of Human Resources.

B. Copies of Evaluation

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

Article XIV

Joint Employee-Employer Committee

The parties agree to the establishment of a joint Employee-Employer Committee which shall be advisory to the Human Resources Department with membership drawn in equal numbers from both parties. The purpose of the committee will be to deal with problems of mutual interest and to develop programs and activities which will promote a harmonious work environment and safe working conditions for members of the Association and College. The party calling this meeting shall provide at least one week's notice of the meeting. The committee shall meet during the regular work day and generally once each month.

Article XV

Leave of Absence (with pay)

A. Sick Leave

1. Leave Benefits

Each full-time employee with up to and including one year of employment shall earn seven sick leave hours (one day) per month, provided the employee has been in pay status for more than one-half of the scheduled work days in a given month. Newly hired employees shall be credited with sick leave upon the successful completion of the probationary period. Regular, part-time employees shall earn sick leave on an equivalent pro-rated basis. Such employees shall be notified of the computation of sick leave at the time of employment and periodically advised of the leave balance. Effective July 1, following completion of an employee's first year of employment, full-time employees may be credited with an advance of up to 84 sick leave hours (12 days). Such advance shall only be used for reasons of bona fide illness. In the event that an employee leaves the College and has a deficit sick leave based on one day per each month worked, the deficit shall be deducted from the accumulated vacation leave or from the last paycheck. Where a pattern of absenteeism exists or where it is necessary to assure the physical capacity of the employee, the College shall have the right to require a medical certificate from the employee's physician.

Employees shall report their inability to be present for work by calling the Absence Reporting System (646-5040) indicating name, date, time of call, department, and reason for absence one hour prior to their starting time. All security personnel and employees assigned to the second and third shifts shall report their inability to be present for work two hours prior to their starting time. An exception shall be made in an emergency situation which prevents the employee from contacting the College. Failure to report the absence shall result in ineligibility for sick leave benefits unless exceptional circumstances were presented.

B. Sick Leave Pool

Association members will contribute 14 sick leave hours (two days) to a salary continuation pool. Effective July 1, 1991, Association members will contribute seven hours (one day) to the pool. This will continue to a maximum of 5,250 hours (750 days) and will continue in order to maintain that total. Association members may use the pool after absence for 10 consecutive working days and after all individual sick leave time is exhausted. Association members may not use more than 420 pool hours (60 days) per year.

No claim for pool credits shall be made by any Association member whose absence is due to a workmen's compensation injury or illness as prescribed by law. No claim for pool credits shall be made if the Association member is eligible for long-term disability compensation as provided by the retirement program of which they are a qualified member. Where a pattern of absenteeism exists or where it is necessary to assure the physical ability of the Association member, the College may require a medical certificate from the Association member's physician and/or request an examination by a College-appointed physician.

C. Leave Retirement Payment

A retirement payment shall be effective July 1, 1989, based on accumulated sick leave days, including the following provisions:

1. The reimbursable rate shall be the employee's base salary at the time of retirement.
2. An employee will make a reasonable effort to notify the College, in writing, six months in advance of their plans to retire.
3. The unit member retires under the New Jersey Public Employees Retirement System or employing the same standards of this system if the unit member retires under the Alternate Benefit Program (TIAA/CREF).
4. Members must have a minimum of 10 years college service to be eligible.
5. The payout shall not exceed 50 percent of the accrued leave nor shall the total payment exceed \$3,000.

D. · Personal Leave

Each July 1, the College will grant a maximum of 35 hours (five days) of personal leave for absences related to religious observances, medical/dental appointments, legal matters, birth, bereavement, education and marriage where such absences cannot be arranged outside normal working hours. Regular, part-time employees shall be credited with a proportionate number of days based upon the ratio of regular work hours for the classification to the hours of work assigned to the regular, part-time position. Such employees shall be notified of the computation of personal leave at the time of employment and periodically advised of the leave balance. Newly hired employees will be vested with personal leave pro-rated on the basis of the number of completed months of service as of July 1. Such leave is not accruable, however, remaining personal leave days as of June 30 shall be credited to the employee's sick leave accumulation. At least 48 hours advance written notice must be given of such a request by the employee to his/her supervisor and filed immediately with the Director of Human Resources except in the case of emergency. An emergency shall be deemed to have occurred when the employee could not have been aware of the event in advance necessitating the use of leave. The College shall be notified within the hour of the employee's inability to be present for work unless exceptional circumstances were presented.

E. Bereavement Pay

An employee shall be entitled to 21 hours (three days) leave with pay upon the death of a member of his/her immediate family. Immediate family shall be defined to include spouse, child, step-child or ward, parent, step-parent, foster-parent, grandchild, grandparent and parent, grandparent or sibling of spouse, or any other family member living in the same household, no matter what degree the relationship.

F. Jury Duty

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

G. NJEA Convention

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

H. Military

An employee who is required to participate in two weeks of annual training as part of the military service program will be granted leave for the period and will be paid the difference between regular salary and the pay received for reserve training. Annual training duty is defined as a limited period of required active duty with the Armed Forces or National Guard of at least five consecutive calendar days. It does not include weekly drill sessions or periods of extended active military duty. Before the period of leave starts the employee shall provide the supervisor with a copy of official orders and the standard rate of military base pay.

Article XVI

Leave of Absence (without pay)

A. General Information

Upon proper written application the College may grant leaves of absence not to exceed one calendar year, without pay, to members of the Association. The employee must state in writing the purpose of such leave including the anticipated date of return. In the event an employee wishes to return earlier, 60 days notice must be given. To the extent permitted by law, any employee granted such full-time leave shall retain all insurance and other benefits and shall continue to maintain service time for salary purposes as though being in regular service. The employee shall be permitted to pay individual (personal) contributions to all existing plans requiring such contributions and the College shall then pay their regular contribution to such plan(s) requiring such contributions, provided these contributions are not contrary to law.

B. Disability

Due to a medical disability (including inability to work arising out of or connected with pregnancy or recovery therefrom), an employee shall be granted an extended leave without pay for a period of up to 12 months. During such disability, the employee shall be eligible for sick leave benefits until such benefits are exhausted. The College may require periodic medical certification, which shall be submitted to the Human Resources Office, that such condition warrants the leave.

C. Child Rearing

1. Child-rearing leave, without pay, shall be granted to an employee with a child or who adopts a child less than six months of age provided an application is made in writing at least 30 days prior to beginning of the leave. Such leave must be requested for a specific period of time in order that a replacement can be arranged during the time of the leave but shall not exceed 12 months in duration. In the event the employee wishes to return prior to the expiration of the leave, a request must be made at least two months before the expected date of return.
2. The employee returning from the child rearing leave shall be reinstated in the original position with like status and pay without loss of seniority. The employee shall be placed at the same salary level which would have been attained if actively employed at the College during this leave.

D. Sabbatical

1. Association members who have earned at least a bachelor's degree and have been employed full time at the College for at least six years are eligible to apply for sabbatical leave.

2. Application for sabbatical leave in any academic year shall be filed with the Sabbatical Leave Committee no later than November 1 of the preceding academic year. Association members applying for a sabbatical leave will present the committee with a plan of professional development, recognizing such factors as:
 - a. Improvement of service as an employee.
 - b. Contribution to the development of the total College program.
3. Association members may only use sabbatical leave for the purpose of full-time attendance in graduate school.
4. Association members on sabbatical leave shall receive full salary for one-half year or one-half salary for a full academic year at their option.
5. An Association member receiving sabbatical leave must return to the College after that leave for at least one year.
6. Upon return, the Association member shall be placed in the same position and salary level as if employed at the College during the leave.
7. The Sabbatical Leave Committee is composed of the Dean of Academics, acting as chairman; a departmental chairman selected by the College President; two Association members selected by the Education Association President; two ACCOSAP members selected by the ACCOSAP President; and one ACAFA member selected by the ACAFA President.

Article XVII
Educational Benefits

The educational benefits for all full-time employees are as follows:

1. All full-time employees shall be permitted to take instruction at no tuition charge at Atlantic Community College. The intention is to waive tuition not to provide an outlay of cash.
2. Courses need not be related to the employee's current work, but admission standards, where applicable, must be met for all courses or disciplines for which the employee applies.
3. Cost of books, lab fees, etc., must be undertaken by the employee.
4. Spouses and dependent children of all full-time staff may attend College courses without payment of tuition and fees; provided, however, that all said family members shall be subject to the same rules and regulations as the regular student body of the College. Dependent children shall be interpreted as the term is defined by the Internal Revenue Code of the United States.
5. Requests for tuition waiver are approved by the Director of Human Resources on forms supplied by the College. Additionally, employees shall make every effort, where applicable, to obtain a charge back authorization from the county in which they reside.

6. Upon presenting their identification card, staff members can take advantage of many other facilities and activities, i.e., library books, student activities, etc.
7. Employees may take any number of courses on their personal time under the tuition waiver. Spouses and dependent children may be full-time students if they so desire.
8. Employees may be fully or partially reimbursed up to \$400 per trimester, for courses taken and successfully completed (grade of "C" or better), above an associate's degree at an accredited college or university. Determination of eligibility for reimbursement and total amount of each reimbursement shall be decided by the Staff Training and Development Committee. Total reimbursements for each fiscal year shall not exceed the budgeted amount of \$6,000.
9. The Board agrees to pay for all tuition, supplies and expenses incurred by a physical plant employee who is required by the College to hold a Black Seal License and must attend school to obtain such license.
10. Regular, part-time employees shall receive this benefit on a pro-rated basis.

Article XVIII
Insurance Protection

A. Health Insurance

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

B. Dental Coverage

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

C. Prescription Plan

The Blue Cross Prescription Program will be provided based on \$2 co-pay which excludes contraceptives. The College will provide the premium for the employee and eligible dependents. New employees shall be eligible for membership at the beginning of the month following 60 consecutive days of employment.

D. Vision Care

A vision care program is available once every two years for Association members and eligible dependents. The following fee reimbursement is in effect with amounts up to:

Exam	\$ 50
Frames	\$ 50
Per lens	\$ 25
Per lens, bifocals	\$ 30
Per lens, trifocals	\$ 40
Per lens, lenticular	\$ 40
Per lens, cataract contacts	\$150
Per lens, contacts	\$ 50

Prescription tinted/sun glasses are eligible for reimbursement at the above scheduled rates. Plain sun glasses are not covered.

E. Disability Insurance

The College will provide \$50 per employee per annum for the purpose of funding a disability insurance program. A committee to include the Director of Human Resources and a representative of ACCOSAP together with a member from each of the other bargaining units will agree on the plan(s) selected.

Article XIX
Deduction from Salary

A. Association Payroll Dues Deduction

1. The Board agrees to deduct from the salaries of its employees for SSAACC the New Jersey Education Association dues and Atlantic County Council of Education Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, New Jersey Public Laws of 1969 (N.J.S.A. 52:14-15, 9e) and under rules established by the Department of Higher Education. Said monies together with current records of any corrections shall be transmitted to such persons as may from time to time be designated by SSAACC by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate association or associations.
2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association that shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
3. Each of the associations named above, once such monies have been dispersed to such associations, shall save harmless the Board from any claims arising from any misapplication of such monies.

Article XX

Representation Fee

1. Under the authority of N.J.S.A. 34:13A-5.4, each member of the bargaining unit who is not a member in good standing of the Association on July 1, 1982 shall, except as set forth herein below, be required, as a condition of employment, to become a member of the Association or commence and maintain representation payments equal to 85 percent of the total of regular membership dues, initiation fees and assessments. The foregoing provision shall apply to each member commencing on the first day of the month following three months of employment, or the 30th day following the effective date of this provision, whichever is the later.
2. Deductions shall be made only in accordance with the provisions of a Payroll Deduction Authorization form, together with the provisions of this Agreement. The Payroll Deduction Authorization form is set forth in Appendix G of this Agreement.
3. A properly executed copy of such payroll deduction authorization for each bargaining unit member for whom the Association membership dues or representation fee are to be deducted hereunder shall be delivered to the payroll officer before any payroll deductions are made. Deductions shall be made thereafter only under Payroll Deduction Authorization forms which have been properly executed and are in effect. In the event an employee refuses to authorize the deduction for representation fee, the Association shall forward a memo notifying the College of such refusal. Any Payroll Deduction Authorization which is incomplete or in error will be sent to the Treasurer of the Association.

4. Deductions under all properly executed Payroll Deduction Authorization forms shall become effective at the time the application is tendered to the payroll officer and shall be deducted from the first pay period beginning after that date and each pay period thereafter provided the bargaining unit member has sufficient net earnings to cover such payment.
5. If an employee who is required to pay a representation fee terminates his/her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.
6. The Association agrees to indemnify and save Atlantic Community College harmless against any and all claims, suits or other forms of liability arising out of the deduction of money for dues or the representation fee or from compliance with any request for termination under this section.
7. The College will advise new employees, in writing, of their obligations under this section.

Article XXI

Salaries

A. Schedules

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

B. Longevity

A longevity increase of \$400 in base salary will be paid to each employee on their anniversary date having completed six years of service. Also, employees shall receive: \$100 after eight years, \$100 after nine years, \$250 after 15 years, and \$300 after 19 years of service.

Article XXII

Miscellaneous

A. Savings Clause

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, in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any employee benefit existing prior to its effective date.

B. Separability

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, the provision or application 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.

C. Compliance Between Individual Contract and Master Agreement

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

D. Copies of Agreement

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

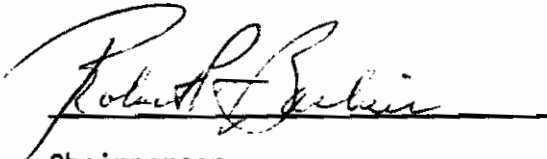
Article XXIII

Duration of Agreement

This Agreement shall be effective from July 1, 1990, and shall continue in effect until June 30, 1993, unless the Association and the Board mutually agree, in writing, to an extension of its duration.

For the Board:

For the Association:



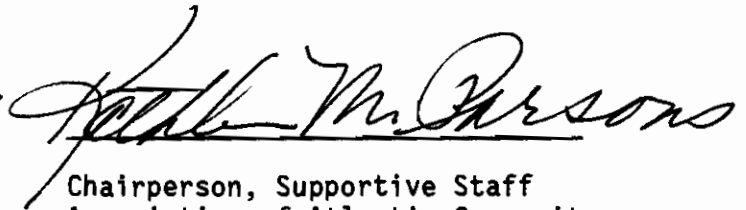
Chairperson,
Board of Trustees
of Atlantic Community College



President, Supportive Staff
Association of Atlantic Community
College



Secretary,
Board of Trustees
of Atlantic Community College



Chairperson, Supportive Staff
Association of Atlantic Community
College Negotiating Team

Date of Ratification: July 24, 1990

Appendix A

Salary Ranges
7/1/90 - 6/30/91

Title	Pay Grade	Salary Range	Promotional Increment
Clerk Typist I Library Clerk I	1	\$11,517-16,124	\$691
Inventory/Receiving Clerk I	2	\$12,093-16,930	\$726
Clerk Stenographer I Clerk Typist II Library Clerk II Receptionist Clerk	3	\$12,698-17,777	\$762
Account Clerk I Admissions Clerk Divisional Secretary Inventory & Receiving Clerk II Library Technician Media Technician I Records Clerk Registration Clerk	4	\$13,332-18,666	\$800
**Clerk Stenographer II Enrollment Services Assistant *Evening Representative Registration Assistant Reproduction Machine Operator II Student Development Assistant *Testing Assistant I	5	\$13,999-19,599	\$840
Account Clerk II Account Finance Control Clerk Executive Secretary, Academic Support Svs. Graphic Artist Laboratory Assistant Media Office Assistant Media Technician II Recorder	6	\$14,699-20,579	\$882

Allied Health Assistant Computer Operator *Coord, Continuing Education Services Coord, Telemarketing and Registration Junior Accountant Office Coordinator I Public Relations Assistant *Tutorial Program Assistant *Tutor/Technician *CAI Coordinator	7	\$15,434-21,608	\$926
Account Clerk III Administrative Secretary, Dean of Academics Human Resources Specialist Media Technician III Print Shop Technician Theater Manager/Technician	8	\$16,206-22,688	\$972
Coord, Academic Divisional Services Office Coordinator II	9	\$17,016-23,823	\$1,021
Human Resources Coord, Benefits Supervisor, Financial Aid Awards	10	\$17,867-25,014	\$1,072
Computer Repair Technician Programmer I Testing Assistant II Vocational Adviser I	11	\$18,760-26,264	\$1,126
Grants Accountant Lab Manager/Chemical Compliance Officer *Teacher, Adult Education	12	\$19,698-27,577	\$1,181
Admissions Assistant Buyer Programmer II Publications Coordinator Supervisor, Material Services *Vocational Adviser II	13	\$20,683-28,956	\$1,240
Coord, Marketing and Development Coord, College Health Services	14	\$21,717-30,404	\$1,303
	15	\$22,803-31,924	\$1,368

Associate Program Specialist Programmer/Analyst	16	\$23,943-33,520	\$1,436
	17	\$25,140-35,196	\$1,508
CCI Instructor I Senior Programmer/Analyst I	18	\$26,397-36,956	\$1,583
CCI Instructor II Systems Programmer	20	\$29,103-40,744	\$1,746
CCI Instructor III Senior Programmer/Analyst II	22	\$32,086-44,920	\$1,925

* Grant funded

** Some positions may be grant funded

Effective July 1, 1990, the Board shall award a flat dollar salary increase of \$360 plus 5 1/4 percent of the Supportive Staff Association member's salary. Association members hired after Feb. 1, 1990, shall receive a pro-rated amount of the increase.

Appendix B

Salary Ranges
7/1/91 - 6/30/92

Title	Pay Grade	Salary Range	Promotional Increment
Clerk Typist I Library Clerk I	1	\$12,093-16,930	\$726
Inventory/Receiving Clerk I	2	\$12,698-17,777	\$762
Clerk Stenographer I Clerk Typist II Library Clerk II Receptionist Clerk	3	\$13,332-18,666	\$800
Account Clerk I Admissions Clerk Divisional Secretary Inventory & Receiving Clerk II Library Technician Media Technician I Records Clerk Registration Clerk	4	\$13,999-19,599	\$840
**Clerk Stenographer II Enrollment Services Assistant *Evening Representative Registration Assistant Reproduction Machine Operator II Student Development Assistant *Testing Assistant I	5	\$14,699-20,579	\$882
Account Clerk II Account Finance Control Clerk Executive Secretary, Academic Support Svcs. Graphic Artist Laboratory Assistant Media Office Assistant Media Technician II Recorder	6	\$15,434-21,608	\$926

Allied Health Assistant Computer Operator *Coord, Continuing Education Services Coord, Telemarketing and Registration Junior Accountant Office Coordinator I Public Relations Assistant *Tutorial Program Assistant *Tutor/Technician *CAI Coordinator	7	\$16,206-22,688	\$972
Account Clerk III Administrative Secretary, Dean of Academics Human Resources Specialist Media Technician III Print Shop Technician Theater Manager/Technician	8	\$17,016-23,823	\$1,021
Coord, Academic Divisional Services Office Coordinator II	9	\$17,867-25,014	\$1,072
Human Resources Coord, Benefits Supervisor, Financial Aid Awards	10	\$18,760-26,264	\$1,126
Computer Repair Technician Programmer I Testing Assistant II Vocational Adviser I	11	\$19,698-27,577	\$1,181
Grants Accountant Lab Manager/Chemical Compliance Officer *Teacher, Adult Education	12	\$20,683-28,956	\$1,240
Admissions Assistant Buyer Programmer II Publications Coordinator Supervisor, Material Services *Vocational Adviser II	13	\$21,717-30,404	\$1,303
Coord, Marketing and Development Coord, College Health Services	14	\$22,803-31,924	\$1,368
	15	\$23,943-33,520	\$1,436

Associate Program Specialist Programmer/Analyst	16	\$25,140-35,196	\$1,508
	17	\$26,397-36,956	\$1,583
CCI Instructor I Senior Programmer/Analyst I	18	\$27,717-38,804	\$1,663
CCI Instructor II Systems Programmer	20	\$30,558-42,781	\$1,833
CCI Instructor III Senior Programmer/Analyst II	22	\$33,690-47,166	\$2,021

* Grant funded

** Some positions may be grant funded

Effective July 1, 1991, the Board shall award a flat dollar salary increase of \$390 plus 5 1/2 percent of the Supportive Staff Association member's salary. Association members hired after Feb. 1, 1991, shall receive a pro-rated amount of the increase.

Appendix C

Salary Ranges
7/1/92 - 6/30/93

Title	Pay Grade	Salary Range	Promotional Increment
Clerk Typist I Library Clerk I	1	\$12,698-17,777	\$762
Inventory/Receiving Clerk I	2	\$13,332-18,666	\$800
Clerk Stenographer I Clerk Typist II Library Clerk II Receptionist Clerk	3	\$13,999-19,599	\$840
Account Clerk I Admissions Clerk Divisional Secretary Inventory & Receiving Clerk II Library Technician Media Technician I Records Clerk Registration Clerk	4	\$14,699-20,579	\$882
**Clerk Stenographer II Enrollment Services Assistant *Evening Representative Registration Assistant Reproduction Machine Operator II Student Development Assistant *Testing Assistant I	5	\$15,434-21,608	\$926
Account Clerk II Account Finance Control Clerk Executive Secretary, Academic Support Svcs. Graphic Artist Laboratory Assistant Media Office Assistant Media Technician II Recorder	6	\$16,206-22,688	\$972

Allied Health Assistant Computer Operator *Coord, Continuing Education Services Coord, Telemarketing and Registration Junior Accountant Office Coordinator I Public Relations Assistant *Tutorial Program Assistant *Tutor/Technician *CAI Coordinator	7	\$17,016-23,823	\$1,021
Account Clerk III Administrative Secretary, Dean of Academics Human Resources Specialist Media Technician III Print Shop Technician Theater Manager/Technician	8	\$17,867-25,014	\$1,072
Coord, Academic Divisional Services Office Coordinator II	9	\$18,760-26,264	\$1,126
Human Resources Coord, Benefits Supervisor, Financial Aid Awards	10	\$19,698-27,577	\$1,181
Computer Repair Technician Programmer I Testing Assistant II Vocational Adviser I	11	\$20,683-28,956	\$1,240
Grants Accountant Lab Manager/Chemical Compliance Officer *Teacher, Adult Education	12	\$21,717-30,404	\$1,303
Admissions Assistant Buyer Programmer II Publications Coordinator Supervisor, Material Services *Vocational Adviser II	13	\$22,803-31,924	\$1,368
Coord, Marketing and Development Coord, College Health Services	14	\$23,943-33,520	\$1,436
	15	\$25,140-35,196	\$1,508

Associate Program Specialist Programmer/Analyst	16	\$26,397-36,956	\$1,583
	17	\$27,717-38,804	\$1,663
CCI Instructor I Senior Programmer/Analyst I	18	\$29,103-40,744	\$1,746
CCI Instructor II Systems Programmer	20	\$32,086-44,920	\$1,925
CCI Instructor III Senior Programmer/Analyst II	22	\$35,375-49,524	\$2,122

* Grant funded

** Some positions may be grant funded

Effective July 1, 1992, the Board shall award an across-the-board salary increase of 7 1/2 percent to Supportive Staff Association members. Association members hired after Feb. 1, 1992, shall receive a pro-rated amount of the increase.

Appendix D

Physical Plant Staff
Salary Ranges
7/1/90 - 6/30/91

Title	Pay Grade	Salary Range
Custodian	3	\$12,698-17,777
	4	\$13,332-18,666
Security Guard I Security Guard/Dispatcher	5	\$13,999-19,599
Grounds/Labor/Maintenance Worker	6	\$14,699-20,579
Security Guard II	7	\$15,434-21,608
Maintenance Mechanic I	8	\$16,206-22,688
	9	\$17,016-23,823
Maintenance Craftsman Maintenance Mechanic II	10	\$17,867-25,014

Effective July 1, 1990, the Board shall award a flat dollar salary increase of \$360 plus 5 1/4 percent of the Supportive Staff Association member's mean salary. Association members hired after Feb. 1, 1990, shall receive a pro-rated amount of the increase.

A non-clerical physical plant department Association member promoted to a higher classification shall receive a promotional increase of 10 percent above base rate.

The "Leadperson" shall receive \$25 per week for extra duty and responsibility compensation.

Appendix E

Physical Plant Staff
Salary Ranges
7/1/91 - 6/30/92

Title	Pay Grade	Salary Range
Custodian	3	\$13,332-18,666
	4	\$13,999-19,599
Security Guard I Security Guard/Dispatcher	5	\$14,699-20,579
Grounds/Labor/Maintenance Worker	6	\$15,434-21,608
Security Guard II	7	\$16,206-22,688
Maintenance Mechanic I	8	\$17,016-23,823
	9	\$17,867-25,014
Maintenance Craftsman Maintenance Mechanic II	10	\$18,760-26,264

Effective July 1, 1991, the Board shall award a flat dollar salary increase of \$390 plus 5 1/2 percent of the Supportive Staff Association member's salary. Association members hired after Feb. 1, 1991, shall receive a pro-rated amount of the increase.

A non-clerical physical plant department Association member promoted to a higher classification shall receive a promotional increase of 10 percent above base rate.

The "Leadperson" shall receive \$25 per week for extra duty and responsibility compensation.

Appendix F
Physical Plant Staff
Salary Ranges
7/1/92 - 6/30/93

Title	Pay Grade	Salary Range
Custodian	3	\$13,999-19,599
	4	\$14,699-20,579
Security Guard I Security Guard/Dispatcher	5	\$15,434-21,608
Grounds/Labor/Maintenance Worker	6	\$16,206-22,688
Security Guard II	7	\$17,016-23,823
Maintenance Mechanic I	8	\$17,867-25,014
	9	\$18,760-26,264
Maintenance Craftsman Maintenance Mechanic II	10	\$19,698-27,577

Effective July 1, 1992, the Board shall award an across-the-board salary increase of 7 1/2 percent to the members of the Supportive Staff Association. Association members hired after Feb. 1, 1992, shall receive a pro-rated amount of the increase.

A non-clerical physical plant department Association member promoted to a higher classification shall receive a promotional increase of 10 percent above base rate.

The "Leadperson" shall receive \$25 per week for extra duty and responsibility compensation.

Appendix G

Atlantic Community College
Payroll Deduction Authorization

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

Purpose of Deduction: ___Dues ___Representation Fee

Organization: ___Education Association ___ACCOSAP ___SSAACC ___ACAFA

Amount of Deduction: \$_____ (Under authority of NJSA 34:13A-5.4.)

The representation fee is equal to 85 percent of regular membership dues. Deduction becomes effective at the time application is tendered to the Payroll Office with deductions effective the first pay period after that date.

Dated _____ Employee's Signature _____