

AN AGREEMENT

BETWEEN THE

PASSAIC COUNTY COMMUNITY COLLEGE

*Board of Trustees*

AND THE

ADMINISTRATORS ASSOCIATION

OF THE

PASSAIC COUNTY COMMUNITY COLLEGE

X October 22, 1984 - June 30, 1988

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PREAMBLE

This Agreement, entered into this twenty-second day of October, 1984, is by and between the Board of Trustees of Passaic County Community College, hereinafter called the "Board" and the Passaic County Community College Administrators Association, hereinafter called the "Association".

WITNESS

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

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

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



ARTICLE I

RECOGNITION

1. 1 The Board hereby recognizes the Administrators Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all full-time Administrative personnel presently employed or hereafter employed by the Board in the following classifications, titles and/or positions:

Admissions Representative	Financial Aid Officer
Accountant	Librarian
Assistant Director	Media Specialist I & II
Manager	Programmer-Analyst
Coordinator...not preceded by Academic rank.	Registrar/Director of Records
Counselor...including EOF and Bilingual and Job Placement Director	Assistant Registrar
	Research Associate
	Supervisor...Tutor and Extension Programs.
	Junior Accountant

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

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

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

President	Director of Grants
Deans	Director of Personnel
Assistant Deans	Accounting Manager
Controller	Budget Manager
Director of Institutional Research	Assistant to a Dean
Internal Auditor	Assistant to the President

ARTICLE I = RECOGNITION - 1.4 - Continued

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

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

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

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

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

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ARTICLE II

UNDERSTANDING RELATIVE TO THIS DOCUMENT

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

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ARTICLE III

NEGOTIATIONS

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

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ARTICLE IV

BOARD RIGHTS AND RESPONSIBILITIES

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

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ARTICLE V

ASSOCIATION RIGHTS AND RESPONSIBILITIES

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

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ARTICLE VI

ADMINISTRATIVE WORK YEAR/WORKLOAD

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

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

shall be entitled to receive fifteen dollars (\$15.00) for each full or partial hour that is in excess of the hours prescribed, or shall receive compensatory time off at the rate of one and one half (1 & 1/2) times the hours worked, at the option of the unit member.

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

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

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ARTICLE VII

SALARIES

- 7.1 Effective July 1, 1985, each unit member employed on or before April 1, 1985, shall receive an adjustment of five and one-half percent (5.5%) to the unit members base pay, up to the maximum for the position held by the unit member.
- 7.2 Effective July 1, 1986, each unit member employed on or before April 1, 1986, shall receive an adjustment of six and one-half percent (6.5%) to the unit members base pay, up to the maximum for the position held by the unit member.
- 7.3 Effective July 1, 1987, each unit member employed on or before April 1, 1987, shall receive an adjustment of seven percent (7%) to the unit members base pay, up to the maximum for the position held by the unit member.
- 7.4 Each Administrator who enters the sixth (6th), eleventh (11th) and sixteenth (16th) year of employment with the College shall receive a longevity increase to their then current base salary of four percent (4%). Longevity increases shall be payable upon the anniversary date of employment.

- 7.5 Effective July 1, 1982, individual unit members may receive an Individual Recognition Award in any one year of the Agreement. The President may or may not grant Individual Recognition Awards in any one year without restriction as to number or amount. The granting of such Individual Recognition Awards shall be at the sole discretion of the President and shall not be subject to the grievance and arbitration provisions of this Agreement.
- 7.6 The merit consideration shall be based on published criteria that will have a quantitative weighting and shall be uniformly applied throughout the institution. This criteria shall include, but not be limited to:
- 1) Technical competence
  - 2) Loyalty and dedication
  - 3) Supervisory ability, if appropriate
  - 4) Budgetary efficiency and/or cost effectiveness, if appropriate
  - 5) Demonstrable results
  - 6) Attendance, including punctuality
- 7.7 As part of this process, each unit member may furnish a self evaluation, along the lines of this criteria, and may include a statement as to whether or not they desire to be considered for a merit increase. The self evaluation, if requested, will be taken into consideration but is not necessary to be considered for merit.
- 7.8 Each Dean or supervising administrator of a unit member shall indicate on the merit consideration a specific statement in each appropriate area as to what improvement would have provided for a merit award.



7.9 Effective June 30, 1985, the June 30th base pay rate of each Administrator shall be adjusted to include any merit pay awarded during that year, for the purpose of calculating fiscal year increases.

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ARTICLE VIII

SEPARATION

- 8.1 Separation is caused by resignation, non-reappointment, termination, lay-off, excessing or death of a unit member.
- 8.2 Non-reappointment: Administrators who are employed with single year contracts shall be notified by May 1st or forty-five (45) days after the Board of School Estimate adopts the College budget (which ever is later) of the Board's intention not to renew their contract for the succeeding fiscal year. In the event the Board gives late notice, the administrator shall receive one calendar month's pay (1/12 of annual salary) in the form of severance pay.
- 8.3 Lay-off/Excessing: Administrators who are laid off or excessed shall receive ninety (90) days notification of said lay-off or excessing. In the event the Board gives late notice, the administrator shall receive two calendar months' pay (1/6 of annual salary) in the form of separation pay. Every effort shall be made, in the event of lay-off or excessing, to place the affected administrator in a position for which the College feels the administrator is appropriately qualified, if such position is available.
- 8.4 Termination: The Board shall have no obligation to give prior notification when termination is for serious misconduct, or as a result of the commission of a serious crime.
- 8.5 Resignations: When voluntarily resigning from employment, all administrators shall give the College written notification thirty (30) days prior to the effective date of their resignation.

- 8.6 Administrators who are separated from the College for any reason shall be paid for all earned but unused vacation time. However, in the event an administrator gives late notice of resignation, one day of separation pay shall be deducted for each day that the resignation notice is late.
- 8.7 In the event of the death of an administrator, unused vacation time and all other obligations shall be paid to the administrator's estate.
- 8.8 Administrators who are separated from the College due to position elimination, lay-off, excessing, or death shall receive payment for one half (1/2) of their accumulated sick leave to a maximum of sixty (60) days, at a rate equal to the administrators then current per diem.
- 8.9 Matters of administrator separation shall be within the sole discretion of the Board and shall not be subject to the grievance arbitration provisions of this Agreement. However, upon request, the Board shall provide the administrator with a statement of reason(s) for its action to non-reappoint, terminate, lay off or excess, and shall afford an opportunity to the administrator to appear before the Board or a committee of the Board concerning the separation.

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ARTICLE IX

JOB POSTING

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

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

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ARTICLE X

SICK LEAVE

- 10.1 All members of the unit shall be entitled to fifteen (15) sick leave days each year. Unused sick leave days shall be accumulated from year to year with no maximum limit. Administrators, in good standing, who leave the College after ten years of service shall receive payment for one-half (1/2) of their accumulated sick leave at a rate equal to their then current per diem. "Good standing" is defined to mean: 1) proper notification under Article VIII has been given, 2) all College property has been returned, and 3) a signed individual agreement has been executed by the administrator relieving the College of any obligations arising out of employment.
- 10.2 Sick leave is occasioned by the absence of an individual from work because of illness, disability or accident in the unit member's immediate family including the administrator, parents, siblings, spouse, foster parents, foster children, children, step-parents, step-children, parent-in-laws, grandparents or any person or relative domiciled in the residence of the unit member.
- 10.3 Payment under this Article shall be made providing that the administrator's supervisor or appropriate Dean is notified of the absence at the earliest possible moment.
- 10.4 A certificate from the administrator's doctor will be required prior to payment to verify three (3) or more consecutive days of sick leave absence, if requested. In addition, where a pattern of absences can be demonstrated, no payment shall be made for absences of administrators on Mondays or Fridays or the day before or after a holiday, a long weekend or an administrator's vacation period unless a doctor's certificate, if requested, is obtained attesting to the physical inability of the employee to report to work. Proof of illness, where required, must be presented to the appropriate Dean as a condition of payment.

ARTICLE XI

PROBATIONARY PERIOD

- 11.1 The first one-hundred and twenty (120) days of initial employment shall be a period of probation and performance evaluation of the administrator by the supervisor. During this period, the administrator may be terminated at any time and shall have no recourse to the grievance procedure hereinafter contained. An administrator who successfully completes the initial or probationary employment period shall be entitled to all provisions of this Agreement, except as provided within this Article.
- 11.2 Days lost from work because of sickness or accident during the aforementioned period, shall not be considered in computing the probationary period.
- 11.3 Probationary employees shall not, for the duration of this period be entitled to any fringe benefits, unless provided for by law, except for sick leave, holidays and other closings, as provided under this Agreement. Probationary employees shall accrue vacation and sick days during their probationary period, but shall not be entitled to take vacation until they have completed their probationary period.

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ARTICLE XII

PROMOTIONS

- 12.1 A promotion shall be defined as an appointment of an employee of the College to a unit recognized position whose minimum salary is greater than the minimum salary for the position currently held by the employee.
- 12.2 Upon promotion, the first ninety (90) days shall be a period of performance evaluation of the administrator whose performance evaluation, if not acceptable, shall be returned to the title formerly occupied. This action shall be at the sole discretion of the College and shall not be subject to the grievance and arbitration procedures of this Agreement.
- 12.3 Upon successfully completing the evaluation period under this new position, the administrator shall receive, retroactive to the date of the promotion, an adjustment in salary of an amount at least equal to the difference between the current salary the administrator is earning and appropriate new minimum salary or fifty (50%) percent of the difference between the minimum of the previously held position and the newly appointed position, whichever is greater. The Board may at its sole discretion apply an increase which is greater than either amount.

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ARTICLE XIII

HOLIDAYS

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

Martin Luther King Day	Independence Day
Presidents Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
	1/2 day Christmas Eve

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

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

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

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

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ARTICLE XIV  
LEAVES OF ABSENCE

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

ARTICLE XIV - LEAVES OF ABSENCE - 14.2.3 - Continued

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

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

14.3.1 Unpaid Leave

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

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

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

14.3.2.1 Disability Leave for Pregnancy

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

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

ARTICLE XIV - LEAVES OF ABSENCE - 14.3.2.2 - Continued

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

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

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

ARTICLE XIV - LEAVES OF ABSENCE - 14.3.2.4 - Continued

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

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

14.4 The College may grant no more than two Sabbatical Leaves per year. Sabbatical Leave shall be awarded for either one (1) academic semester (not to exceed six months) at full pay, or for two (2) academic semesters (not to exceed one continuous twelve-month period) at half pay.

14.4.1 Administrators, who have completed seven years of service with the College, may make written application for a Sabbatical Leave of Absence to the appropriate Dean. Applications must be submitted at least three months in advance of the anticipated beginning date of the leave. Administrators are encouraged to consider the academic cycles in applying for leave. Applications must include the specific dates of the leave, verification of the use and purpose for the leave, a statement demonstrating the effective benefit to the College, and a signed commitment that the administrator agrees to complete two (2) years of employment with the College upon return from the Sabbatical.

14.4.2 The appropriate Dean shall weigh all applications for Sabbatical Leave against the following criteria:

1. Relevant full-time attendance at graduate school.
2. Relevant full-time research or writing projects.
3. Travel which may be deemed beneficial to the College.
4. Any other activity which may be deemed probable to enhance the professional growth of the administrator and, thus, become beneficial to the College.

The Dean shall forward the application together with his recommendation to the President. The decision of the President shall be final and binding, without recourse to the grievance/arbitration procedures of this Agreement.

14.4.3 Upon return from Sabbatical Leave, the administrator shall be placed in his former position at the salary amount he would have been placed had he been employed at the College throughout the leave period.

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ARTICLE XV

BEREAVEMENT LEAVE

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

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

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ARTICLE XVI

VACATION

- 16.1 The Board shall grant to all members of the unit twenty-two (22) working days vacation per fiscal year.
- 16.2 Administrators shall have the right to utilize accrued vacation leave within the twelve (12) months it is earned and the four succeeding months. Administrators must use at least 12 vacation days per year. Administrators who are unable to use their accrued vacation time during the allotted sixteen (16) month cycle, may request payment for up to ten days of their unused vacation time from the Director of Personnel. Reimbursement shall be at the administrator's then current per diem. Upon ratification of this agreement administrators shall have their current balance of unused vacation time carried forward until it is used or reimbursed through separation.
- 16.3 Vacation days shall be posted for each administrator on July 1st of each fiscal year. Administrators beginning employment during a fiscal year shall have the appropriate prorated share of vacation days posted to their account. In the event an administrator leaves employment with the College during a fiscal year, an appropriate prorated share of vacation leave will be deducted from the administrator's separation pay.
- 16.4 Administrators may take all their earned vacation at one time or at various times subject in all cases to the prior approval of the appropriate Dean and consistent in all cases with the needs of the institution. Requests for vacation should be submitted at least three (3) weeks in advance of said requested vacation leave.

16.5 Vacation leave will not be granted during the initial one hundred twenty (120) days of employment.

16.6 No part of the administrator's scheduled vacation may be charged to sick leave, unless specifically approved in writing by the Dean or the Supervisor.

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ARTICLE XVII

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- 17.1 Administrators who are accepted at an accredited institution of higher education in a degree program or desire to take specific course(s) shall be eligible to receive tuition reimbursement at a rate equal to that graduate tuition per credit prevailing at Rutgers University, provided the following pre-conditions are met:
- 17.1.1 Such reimbursement shall be limited to six (6) credits per semester/term. The President may waive this limit under special circumstances.
- 17.1.2 Requests for program or course approval shall be submitted to the appropriate Dean, who will forward them together with his recommendation and all support documents to the President for approval.
- 17.1.3 That the program or course desired to be taken has the express prior written approval of the President of the College. The decision of the President is final and binding and not subject to review, except where it can be demonstrated by the Association that such decision was arbitrary or capricious. In the event the request is denied, the administrator will be given the reasons for the denial in writing.
- 17.1.4 That the program or course is deemed, by the President, to be relevant to the administrator's current duties at the College.
- 17.1.5 When applying for reimbursement in a degree program or courses, the administrator must submit to the President the following information:
- 17.2.1 A complete description of the program which will include course work and criteria for successful degree completion.

- 17.2.2 A rationale on how the program is relevant to the administrator's current duties at the college and/or meeting the institutions needs and goals.
- 17.3 In all cases, class attendance must be limited to outside normal working hours.
- 17.4 In all cases, payment will be made only upon successful completion of a course and the submission of a receipt that said course had been paid for.
- 17.5 For reimbursement purposes, courses may be taken at any accredited institution except Passaic County Community College.
- 17.6 Administrators who are receiving educational reimbursement for the course or program that tuition reimbursement is being applied for may receive reimbursement only to the documented extent that tuition costs exceed reimbursement provided up to the limits mentioned above. Benefits received under the G.I. Bill shall be excluded from the limitations of this provision.
- 17.7 Administrators, their spouses, and their children may take courses at Passaic County Community College. Administrators shall be reimbursed for tuition and general fees for courses taken by themselves, their spouse, and children. All other costs will be borne by the administrator. An administrator may enroll for not more than nine (9) credits or an equivalent time in credit and non-credit courses per semester/term All work schedule conflicts must be approved in advance by the appropriate Dean and the President. Administrators' spouses and children may take up to 36 credits or equivalent time in credit or non credit courses at the College each year.

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ARTICLE XVIII  
REIMBURSEMENT FOR MEALS/TRAVEL AND MILEAGE

18.1 Reimbursement for Meals

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

- 18.1.1 The administrator must be required to work at least two (2) hours of overtime either by the President or the appropriate Dean.
- 18.1.2 The Administrator must submit a receipt for meal, together with his request for reimbursement.
- 18.1.3 Reimbursement for the cost of meals, travel, and mileage shall be at a rate governed by College policy.
- 18.2 The College will reimburse the administrator for all tolls and parking charges incurred while traveling on official College business. Receipts must be submitted by the administrator in order to obtain reimbursement.
- 18.2.1 The College is not responsible, nor will it reimburse any administrator, for any costs incurred as a result of the commission of any parking or traffic violation while the administrator is on official College business.
- 18.2.2 Any administrator traveling on official College business is expected to have a valid driver's license and to be adequately protected by personal liability and property damage insurance, obtained at their own expense. The College assumes no liability as to either the administrator or any third party for personal injury or property damage sustained while the administrator is traveling on official College business.

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

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

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ARTICLE XIX  
OTHER BENEFITS

19.1 The College agrees to provide the following benefits as permitted and/or prescribed by law, regulation and/or statute at no cost to the administrator:

19.1.1 Family Health Benefits.

19.1.2 Major Medical Insurance - Family

19.1.3 The College shall provide full family dental insurance coverage for administrators. Dental services may be obtained from a dentist of the administrator's choice and reimbursement shall be made in accordance with the terms of the plan. The College shall select an appropriate plan and shall not change that plan without the agreement of the association.

19.1.4 Purchasing Power Privilege.

19.1.5 Reimbursement up to one hundred (\$100) dollars per year per administrator for claims lost under the Major Medical deductible as evidenced by a copy of the insurance company's non-reimbursement of such claims to the administrator. Such reimbursement claim shall be submitted to the Personnel Director once each year with the appropriate documentation.

19.1.5.1 Effective July 1, 1983, reimbursement will be made for the deductible portion under the Major Medical Plan currently in effect as evidenced by the submission of said deductible or an insurance company acknowledgement.

ARTICLE XIX - OTHER BENEFITS - Continued

19.2 The College agrees to provide the following benefits as permitted or prescribed by law, regulation and/or statute at an appropriate employee cost as prescribed in the appropriate plan for which the administrator is eligible:

19.2.1 Pension

19.2.2 Group Term Life Insurance

19.2.3 Long Term Disability Insurance included as part of the Pension Plan.

19.3 The College agrees to extend the same disability benefit provided to members of the Alternate Benefit Program (TIAA/CREF) of the New Jersey Division of Pensions to members of the Public Employees Retirement System. An appropriate amount as prescribed by the rules of the Alternate Benefit Program, will be paid to each unit member who qualifies. As soon as the unit member is eligible under PERS for such disability coverage, this provision shall no longer be applicable to the unit member. The College will pay a disabled administrator at their then current per diem during the six month waiting period. This amount will be charged to the 130 day sick-leave bank, as established by the College, which unit members agree to replenish.

19.4 An administrator shall not forfeit any sick leave, personal leave or vacation for a job-connected disabling injury which is covered by Workmens Compensation Insurance.

ARTICLE XIX - OTHER BENEFITS - Continued

- 19.5 The College agrees to continue the administrator's health benefits, dental and major medical insurance, subject to reimbursement of the College in advance by the administrator, during an approved leave of absence.
- 19.6 Effective July 1, 1983, each administrator shall be eligible to have an annual eye examination. The College agrees to reimburse the administrator for the cost of said exam up to fifty dollars (\$50) annually. In addition, if corrective lenses are prescribed and subsequently acquired by the administrator, the College agrees to reimburse the administrator for fifty percent (50%) of the cost of said lenses, for contacts or inserted in frames, up to one hundred (\$100) dollars annually.
- 19.7 The College agrees that in the event a unit member shall use up their individual sick leave, the unit member may request and may receive the use of entitled sick leave from other unit members up to one day per year. The unit member giving up said day must notify the Personnel Office, in writing, of said exchange.
- 19.8 Members of the unit who have been approved to teach courses at P.C.C.C. shall be given first priority to adjunct teaching assignments, provided such priority does not violate any existing current collective bargaining agreement.

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ARTICLE XX

PERSONAL LEAVE

20.1 Non-probationary employees shall be granted four (4) personal leave days per contract year. Personal days are non-accruable and must be used during the contract year in which they are earned. Any employee hired on July 1 or thereafter shall be eligible for personal days on a pro-rata basis during the contract year in accordance with the following schedule:

<u>Hired</u>	<u>Personal Days</u>
July 1 - October 31	4 Days
November 1 - February 28	3 Days
March 1 - June 30	2 Days

20.2 Each administrator shall be granted the day off for their birthday each year. In the event an administrator's birthday falls on a holiday or weekend, the administrator may request an alternate day.

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ARTICLE XXI

GRIEVANCE PROCEDURE

- 21.1 The parties agree that it is in their best interest that all grievances should be resolved promptly, fairly and equitably.
- 21.2 The following procedure, which may be initiated by the administrator covered by this Agreement or the Association acting as the administrator's representative shall be the sole and exclusive means of seeking adjusting and settling grievances.
- 21.2.1 Whenever any representative of the Association or any administrator is mutually scheduled by the parties to participate in grievance procedures during working hours, such administrator shall suffer no loss in pay or benefits.
- 21.3 Definition of a Grievance  
A grievance is an allegation by the administrator or the Association that there has been:
- 21.3.1 A breach, misinterpretation or improper application of terms of this Agreement; or
- 21.3.2 An arbitrary or discriminatory application of the policies of the Board of Trustees, related to terms and conditions of employment.
- 21.4 Informal Procedure  
An administrator may orally present and discuss a grievance with the administrator's supervisor on an informal basis. At the administrator's option, the administrator may request the presence of an Association representative. If the administrator exercises this option, the supervisor may determine that such grievance be moved to the first formal step.  
Should an informal discussion not produce a satisfactory settlement,

ARTICLE XXI - GRIEVANCE PROCEDURE - 21.4 - Continued

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

21.5 Formal Steps

21.5.1 Step One

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

21.5.2 Step Two

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

21.5.3 Step Three

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

ARTIVLE XXI - GRIEVANCE PROCEDURE - 21.5.3 - Continued

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

21.5.4 Step Four

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

ARTICLE XXI - GRIEVANCE PROCEDURE - 21.5.4 - Continued

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

21.6 Time Limits

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

ARTICLE XXI - GRIEVANCE PROCEDURE - 21.6 - Continued

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

ARTICLE XXI - GRIEVANCE PROCEDURE - Continued

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

ARTICLE XXI - GRIEVANCE PROCEDURE - Continued

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

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

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ARTICLE XXII

POSITION DESCRIPTION

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

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ARTICLE XXIII

MISCELLANEOUS PROVISIONS

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

ARTICLE XXIII - MISCELLANEOUS PROVISIONS - Continued

23.4 If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. In the event of the above circumstance, then either party shall have the right immediately to reopen negotiations with respect to a substitute for the affected provision.

23.5 All administrators who are employed at the College upon the signing of this agreement shall receive a bonus payment of \$500.00. This payment shall not be added to the employee's base salary.

23.6 The minimum and maximum salary for each unit member's position shall be as indicated on Appendices B, C and D.

23.6.1 In recognition of the benefit of an early settlement to the College, Administrator's who were employed by the College upon signing of this Agreement shall receive the following base salary adjustments prior to the calculation of fiscal year increases: July 1, 1985 = \$500.00, July 1, 1986 = \$550.00, and July 1, 1987 = \$600.00. Administrators who fail to reach the minimums, as established in Appendix B, shall receive the adjustments herein listed and the amount necessary to bring them to their appropriate minimum base salary.

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ARTICLE XXIV

SAFETY AND HEALTH

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

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ARTICLE XXV

CONTINUATION OF OPERATION

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

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ARTICLE XXVI

DURATION

- 26.1 The Agreement shall be effective as of October 22, 1984 and shall continue in effect until June 30, 1988.
- 26.2 This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.
- 26.3 This Agreement supersedes any and all understandings which shall exist between the Board and its designees and the members of the Administrators Association, either singly or as a whole. This provision shall continue in full force for the term of this Agreement.

PASSAIC COUNTY COMMUNITY COLLEGE

WITNESS: \_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
Robert J. Jablonski, Chairman of the  
Board of Trustees, Passaic County  
Community College

ADMINISTRATORS ASSOCIATION

WITNESS: \_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
Michelle Softley, President of the  
Administrators Association,  
Passaic County Community College



APPENDIX A

Approved Positions Not in Use

Coordinator, Fire Science

Coordinator, Veteran Affairs

Director of College Services

Director of Retired Seniors Volunteer Program

Director of Special Programs

Gym/Theater Manager

Systems Analyst

Tutorial Supervisor

Assistant Director of EOF

Assistant Director of Educational Services

Educational Assistant

Assistant Director of County Services

Counselor/Coordinator

Auxillary Services Manager

Superintendent of Buildings and Grounds

Coordinator of Supportive Services

Director of County Services

Coordinator of Data Processing

Director of Administrative Data Processing

Coordinator of Advisement and Counseling

APPENDIX B  
Minimum/Maximum Salaries, FY86

Salary Range - \$16,500 to \$28,240

Research Associate  
Grants Accountant  
Assistant to Accounting Manager  
Admissions Representative  
Junior Accountant  
College Survival Skills Facilitator

Salary Range - \$18,000 to \$30,640

Media Specialist I  
Coordinator of Student Activities  
Coord. of Veteran A./Foreign Students  
Career Center Counselor  
Job Placement Counselor  
College Counselor  
E.O.F. Counselor  
Bilingual Counselor  
Coordinator of Non-Credit Programs  
Coordinator of Cultural Affairs

Salary Range - \$19,500 to \$33,040

Financial Aid Officer  
Programmer/Analyst  
Librarian  
Extension Center Supervisor  
Media Specialist II  
Manager of Mechanical Services  
Manager of Buildings and Grounds

Salary Range - \$25,000 to \$41,840

Accounts Receivable Manager  
Lead Programmer/Analyst  
Assistant Registrar  
Purchasing Manager  
College Services Manager  
Dir. Testing & Tutoring  
Dir. Cooperative Education  
Dir. of Career Studies  
Dir. of Science & Technology  
Dir. Bilingual & ESL  
Dir. of Communications  
Dir. of Business Programs  
Dir. of Educational Services  
Dir. of Financial Aid  
Dir. of Admissions  
Dir. of E.O.F.

Salary Range - \$27,200 to \$45,360

Dir. of Plant Operations  
Dir. of Nursing Education  
Registrar/Dir. of Records  
Dir. of L.R.C./Cultural Affairs



APPENDIX C  
Minimum/Maximum Salaries, FY87

Salary Range - \$17,050 to \$28,240

Research Associate  
Grants Accountant  
Assistant to Accounting Manager  
Admissions Representative  
Junior Accountant  
College Survival Skills Facilitator

Salary Range - \$18,550 to \$30,640

Media Specialist I  
Coordinator of Student Activities  
Coord. of Veteran A./Foreign Students  
Career Center Counselor  
Job Placement Counselor  
College Counselor  
E.O.F. Counselor  
Bilingual Counselor  
Coordinator of Non-Credit Programs  
Coordinator of Cultural Affairs

Salary Range - \$20,050 to \$33,040

Financial Aid Officer  
Programmer/Analyst  
Librarian  
Extension Center Supervisor  
Media Specialist II  
Manager of Mechanical Services  
Manager of Buildings and Grounds

Salary Range - \$25,550 to \$41,840

Accounts Receivable Manager  
Lead Programmer/Analyst  
Assistant Registrar  
Purchasing Manager  
College Services Manager  
Dir. Testing & Tutoring  
Dir. Cooperative Education  
Dir. of Career Studies  
Dir. of Science & Technology  
Dir. Bilingual & ESL  
Dir. of Communications  
Dir. of Business Programs  
Dir. of Educational Services  
Dir. of Financial Aid  
Dir. of Admissions  
Dir. of E.O.F.

Salary Range - \$27,750 to \$45,360

Dir. of Plant Operations  
Dir. of Nursing Education  
Registrar/Dir. of Records  
Dir. of L.R.C./Cultural Affairs

APPENDIX D  
Minimum/Maximum Salaries, FY88

Salary Range - \$17,650 to \$28,240

Research Associate  
Grants Accountant  
Assistant to Accounting Manager  
Admissions Representative  
Junior Accountant  
College Survival Skills Facilitator

Salary Range - \$19,150 to \$30,640

Media Specialist I  
Coordinator of Student Activities  
Coord. of Veteran A./Foreign Students  
Career Center Counselor  
Job Placement Counselor  
College Counselor  
E.O.F. Counselor  
Bilingual Counselor  
Coordinator of Non-Credit Programs  
Coordinator of Cultural Affairs

Salary Range - \$20,650 to \$33,040

Financial Aid Officer  
Programmer/Analyst  
Librarian  
Extension Center Supervisor  
Media Specialist II  
Manager of Mechanical Services  
Manager of Buildings and Grounds

Salary Range - \$26,150 to \$41,840

Accounts Receivable Manager  
Lead Programmer/Analyst  
Assistant Registrar  
Purchasing Manager  
College Services Manager  
Dir. Testing & Tutoring  
Dir. Cooperative Education  
Dir. of Career Studies  
Dir. of Science & Technology  
Dir. Bilingual & ESL  
Dir. of Communications  
Dir. of Business Programs  
Dir. of Educational Services  
Dir. of Financial Aid  
Dir. of Admissions  
Dir. of E.O.F.

Salary Range - \$28,350 to \$45,360

Dir. of Plant Operations  
Dir. of Nursing Education  
Registrar/Dir. of Records  
Dir. of L.R.C./Cultural Affairs

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PERC