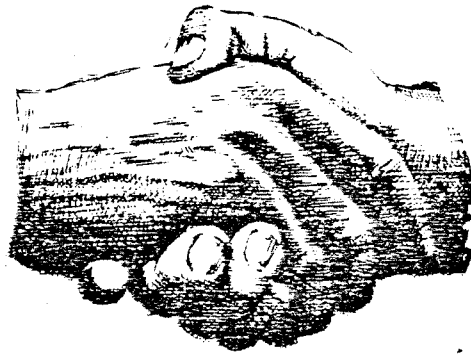


AGREEMENT

1983 -- 1985



THIS DOES NOT
CIRCULATE

LIBRARY
Institute of Management and
Labor Relations
OCT 7 1984
RUTGERS UNIVERSITY

between

THE BOARD OF TRUSTEES

of

GLOUCESTER COUNTY COLLEGE

Board of Trustees
and

THE GLOUCESTER COUNTY COLLEGE

FEDERATION OF TEACHERS

WHICH IS AFFILIATED WITH

AFT, AFL-CIO



X July 1, 1983 - June 30, 1985



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AGREEMENT

Between the Board of Trustees of Gloucester County College,
operating under the provision of Public Laws of 1968, Chapter 303, and
including Chapter 123, Public Laws 1974 of the State of New Jersey

and

The Gloucester County College Federation of Teachers

which is affiliated with AFT, AFL-CIO

This Agreement entered into this first day of February, 1984
by and between the Board of Trustees of Gloucester County College,
hereinafter called the Board, and the Gloucester County College Fed-
eration of Teachers, which is affiliated with AFT, AFL-CIO, Local 2338,
hereinafter called the Federation, represents a complete agreement
between the parties, and provides that:

1.1 Board Recognition

The Board hereby recognizes the Federation as the sole and exclu-
sive negotiation representative for all Gloucester County College
Faculty Members, including full-time teaching staff, counselors,
media coordinators, College nurse and librarians, but excluding
the President, the Assistant to the President, Deans, Associate
Deans, Assistant Deans, Directors, Chairpersons, and any faculty
member while engaged in service specifically applicable to the
Office of Community Services (except when a credit course(s)
comprises part of a faculty member's basic load or overload in
which case, such service shall be covered by the contract) and
such professional personnel who are or become responsible for
supervisory or evaluative duties with respect to other
professional personnel. The term "unit member" when used here and

after in this Agreement, shall refer to all members of the
designated bargaining unit and reference shall include both male
and female members.

To the extent required by statutes, there shall be no discrimina-
tion based on age, sex, race, color, creed, religion, handicaps,
national origin, or political affiliation.

1.2 Contrary to Law

If any provision of this agreement or any application of the
agreement to any employee or group of employees shall be found
contrary to law, then such provision or application shall be void,
but all other provisions or applications of this agreement shall
continue in full force and effect.

1.3 Effect by Passage of Law

Any provision of this contract which is contrary to law, but
becomes lawful during the life of this contract, shall take
immediate effect upon the enactment of such legislation.

1.4 Amendment

Should the parties agree to an amendment of this agreement such
amendment shall be reduced to writing, submitted to ratification
procedures of the Board and the Federation, and if ratified by
both parties, become part of the agreement.

1.5 Released Time for Negotiations

When mutually determined negotiating meetings are planned during
instructional hours, not more than four members of the Federation
Negotiations Team may be granted released time.

1.6	<u>Budget Information</u>	1
	In order for the Federation to represent faculty members, the	2
	Board will make available to the Federation upon written request:	3
	(a) The number of faculty members within each salary schedule	4
	classification and their appropriate salaries	5
	(b) Other reports within the public domain	6
1.7	<u>Selection of Negotiators</u>	7
	Neither party in any negotiations shall have any control over the	8
	selection of the negotiating representatives of the other party.	9
	Negotiating teams at any one bargaining session are not to exceed	10
	four members. The parties mutually pledge that their representa-	11
	tives shall be clothed with all necessary power and authority to	12
	make and consider proposals and make counter proposals. Either	13
	party may bring in not more than two consultants for a particular	14
	item of discussion.	15
1.8	<u>Copies of Agreement</u>	16
	Copies of this agreement shall be reproduced by the Board and	17
	distributed to all members of the faculty now employed or hereaf-	18
	ter employed by the Board for the duration of this agreement. The	19
	Board will supply twenty-five copies to the Federation.	20
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ARTICLE II

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Rights of Parties

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2.1 Right to Organize

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Nothing contained herein shall be construed to deny or restrict the rights of members of the unit members under the New Jersey Statutes Annotated, Title 18A or other applicable laws and regulations. The rights granted and duties inferred herein shall be deemed to be in addition to those provided elsewhere. However, the Board retains all rights not specifically conferred upon the Federation.

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2.2 Right to Negotiate

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Federation members as described in Article I have the right freely to organize, join and support the Federation for the purpose of engaging in collective negotiation and other concerted activities for mutual aid and protection.

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2.3 Federation Business

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Duly authorized representatives of the Federation shall be permitted to transact official Federation business and conduct meetings on college property at reasonable times; where such business does not interfere with the operation of the College or with the performance of the faculty members' duties. No charge shall be made for the Federation's use of College facilities.

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2.4 Use of Facilities and Equipment

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The Federation may use College facilities and equipment, such as typewriters, mimeographing machines, other duplicating equipment, calculating machines and AV equipment, at the convenience of the President or his designees. No equipment shall be removed from

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the premises without written permission. Payment shall be made for any expendable supplies used for Federation purposes, and the Federation shall be liable for damage to any equipment used for said purposes. A request of the Federation shall not be unreasonably denied.

2.5 Posting of Federation Notices

The Federation shall be assigned a bulletin board for its sole use. The Federation shall be permitted to use College mail facilities for the distribution of communications within the College.

2.6 Continuing Consultation Clause

A committee of three administrators composed of the President (or his designee) and two other college administrators appointed by the President, and three representatives of the Federation composed of the President of the Federation or his/her designee and two other members of the Federation appointed by the President of the Federation will meet on four occasions per academic year, during October, December, February and April to discuss administration of this agreement and/or problems of mutual concern. Initiation can be made by either party requesting a date(s) convenient to both parties and such letter of initiation shall suggest agenda items for discussion.

The responding party may also suggest additional items for inclusion in the agenda and/or alternate dates.

2.7 Representation Fee for Non-members

(a) The Federation President shall submit to the college personnel office a list of names of employees covered by this contract

who are not currently dues paying members. The college, in compliance with State law and this agreement, will deduct from such employees' pay a representation fee equal to 85% of the amount set for Federation members. (This amount will be determined by the Federation Constitution, and is to be paid by payroll deduction.)

(b) It is agreed by the parties to this Agreement that the Board shall have no other obligation or liability, financial or otherwise, (other than set forth herein) because of actions arising out of the understandings expressed in the language of this Article. It is further understood that once the funds deducted are remitted to the Federation, the disposition of such funds thereafter shall be the sole and exclusive obligation and responsibility of the Federation.

(c) The Federation shall indemnify and save the Board (and College) harmless against any and all claims, demands, suits or other forms of liability including reasonable legal and/or representation fees resulting from any of the provisions of this Article or in reliance on any list, notice or assignment furnished under this Article.

ARTICLE III

Faculty Assignments and Responsibilities

3.1 Academic Calendar

The President shall prepare a tentative academic calendar and submit a copy thereof to the Federation of Teachers at least four weeks prior to submission to the Board. Within two weeks, the Federation of Teachers shall submit in writing its comments and recommendations to the President. The President and the Board shall consider such comments and recommendations before the Board adopts the calendar. No changes (other than emergencies) shall be made in the current semester system without first consulting with the Federation.

3.2 Working Hours

The basic load assignment of any instructor shall span no more than eight and one-half (8½) hours from the beginning of the first class to the end of the last class in the same day, and no more than five consecutive days per week. Permission for exceptions to the above must be secured from the Federation President. The normal work week will be Monday through Friday, except when weekend assignments are necessary to complete the faculty member's basic load. In this case, the work load shall span no more than five consecutive days. Any extension of this time will be by mutual agreement of the faculty member concerned and the college administration. Nothing herein precludes some faculty members being scheduled less than five days. An overload is not a part of the basic load.

3.3 Faculty Teaching Assignments

(a) The assigned base load shall be fifteen contact hours per semester where credit hours are equal to contact hours.

(b) The assigned base load shall be no more than eighteen contact hours per semester where credit hours are less than contact hours.

(Physical Education is to be excepted from this provision.)

(c) Any faculty member who teaches a part of his/her base load in Allied Health and Lab Oriented courses commencing with the 1983-84 academic year shall have a base load between fifteen and eighteen contact hours per semester per the following formula:

<u>Course Credit</u>	<u>= Contact</u>	<u>Contact Differential</u>	<u>Adjusted Base Load</u>
15		0	15
14		1	15.2
13		2	15.4
12		3	15.6
11		4	15.8
10		5	16
9		6	16.2
8		7	16.4
7		8	16.6
6		9	16.8
5		10	17
4		11	17.2
3		12	17.4
2		13	17.6
1		14	17.8
0		15	18

(d) Any faculty member's overload normally shall not exceed one course per semester. (Usually, three contact hours, although, in certain cases it is understood that one course may involve more than three contact hours.) If the administration assigns an additional overload, then the Federation president shall be notified in writing.

Overload assignments made prior to pre-registration shall be reviewed by Chairpersons and Division Representatives. Overload assignments made after pre-registration by the Area Chairpersons shall be made on a fair and equitable basis. Full-time teaching faculty members shall be given first consideration to all "standard overloads." The usual maximum for summer session courses shall be six contact hours per faculty member.

(e) The Federation President may review the tentative faculty teaching assignment and overload lists prior to the beginning of each semester. When the master schedule is published, a copy will be supplied to the Federation President.

(f) Acknowledging that innovation and change may require modification of work requirements, then in accordance with the provisions of Chapter 303, Public Law of New Jersey, 1968, and including Chapter 123, Public Law, 1974, State of New Jersey, the following procedure shall be used for determining the appropriate compensation for those faculty members represented by the Federation:

1. At least twenty calendar days prior to the change, the Federation shall be notified in writing. Within ten (10) calendar days of the time of such notice the Federation President may

request in writing a meeting with the College Representatives. 1
This request shall be addressed to the President. 2
2. Within five (5) calendar days of receipt of such a request a 3
meeting will be scheduled at mutual convenience between a commit- 4
tee of three members of the Federation and three members for the 5
College. 6
3. At this meeting which is to be in session for normally no more 7
than two hours duration, negotiations will be concerned with 8
appropriate compensation. The Federation and College Representa- 9
tives shall supply the other party with relevant data. 10
4. If mutual agreement is not reached at this negotiation session 11
then the Federation shall submit a final offer in writing within 12
five (5) calendar days to the President. 13
5. Rejection or acceptance of the Federation's final offer by the 14
President shall be in writing within five (5) calendar days. 15
Rejection shall mean that a member of the bargaining unit will not 16
be required to work any additional time. 17
6. Failure by the Federation to adhere to the time specifications 18
in subparagraphs (1) and (4) shall mean waiver of further claim, 19
and failure by the President (or his designee) to adhere to the 20
time requirement in paragraph (5) shall mean acceptance of the 21
Federation's final offer. 22

3.4 Student Ratio 23

The College shall continue to use educationally sound principles 24
in determining the maximum number of students per course section. 25

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3.5	<u>Librarians, Audio-Visual Personnel, Counselors and College Nurse</u>	1
	<u>Working Hours</u>	2
	The usual work week for librarians, audio-visual personnel,	3
	counselors, and College Nurse shall be 40 hours over a five	4
	consecutive day period, including a one hour lunch period daily.	5
3.6	<u>Consultation Hours</u>	6
	(a) Each member of the teaching staff shall maintain at least	7
	five hours per week for consultation with students. Such hours	8
	shall be in addition to his/her scheduled classes.	9
	(b) Students may make consultation appointments with the faculty	10
	member or his/her secretary.	11
	(c) All office schedules for faculty members for consultation	12
	(including off-campus office hours) shall be subject to the	13
	approval of the Dean of Academic Services.	14
3.7	<u>Field Trips and Authorized Off-Campus Assignments</u>	15
	(a) A field trip shall be defined as any educational activity,	16
	approved by the President or his designee. Mileage reimbursement	17
	shall be "clocked" from approved point of origin to the approved	18
	point of conclusion. The College shall make every effort to supply	19
	transportation for all such field trips. If the College requests	20
	that the faculty member use his/her own transportation and the	21
	faculty member agrees, he or she shall be reimbursed at the rate	22
	of twenty cents per mile. The College shall provide liability	23
	insurance of at least \$300,000 whenever the faculty member is	24
	required to drive on such College business.	25
	(b) If a faculty member is required or receives approval to make	26
	a trip on College business, he or she shall be reimbursed for the	27

most convenient and economical mode of transportation or the above
specified auto mileage reimbursement.

(c) Faculty members will be compensated at twenty cents per mile
for travel to and from off-campus assignments in excess of the
mileage required for a round trip to the College from their homes.

3.8 Attendance at College Functions

Attendance by faculty members at commencement is mandatory, and
attendance at a reasonable number of other college functions is
encouraged. The College will furnish academic attire when needed,
at no cost to the faculty member.

3.9 Textbooks and Other Teaching Materials

The appropriate administrator shall secure requests for textbooks
and teaching materials from faculty members and forward the
recommendations to the President or his designated representative.

3.10 Faculty Schedules

Master schedules and individual assignments shall reside with the
Dean of Academic Services cooperating with the appropriate admin-
istrator. Announcement of a tentative master schedule will be
made to the faculty prior to posting and the appropriate adminis-
trator shall provide to each faculty member within his/her area a
scheduling preference form. Conflicts in schedule preference will
be resolved by the appropriate administrator in consultation with
the affected faculty member(s). If and when changes in the
tentative master schedule are necessitated, the Federation Presi-
dent will be notified. It will be the responsibility of the
Federation to notify each affected faculty member of the pending
change. Thereafter it will be the responsibility of the faculty

member to consult with the appropriate administrator as to the pending schedule changes.

3.11 Course Preparation

Teaching employees will normally have no more than three different course preparations each semester, unless specifically requested by the employee. Where the nature of course offerings and the number of available full-time teaching employees within the Division prevents the accomplishment of these course preparation guidelines, courses shall be assigned so as to accomplish a minimum number of preparations per employee.

3.12 Academic Freedom

The Board and Federation subscribe to the following statement on academic freedom:

(a) Any faculty member is entitled to full freedom in research and in the publication of the results, subject to the satisfactory performance of his or her employment duties.

(b) Any faculty member is entitled to freedom of discussion in the performance of his or her faculty responsibilities and in the classroom, provided the discussion is relevant to the course.

(c) The faculty member is a citizen, a member of a learned profession, and an employee of an educational institution. When he or she speaks or writes as a citizen, or exercises his or her legal or constitutional rights, he or she shall be free from institutional censorship or discipline. However, in his or her extramural utterances, he or she has an obligation not to permit the implication that he or she is an institutional spokesperson.

3.13 Faculty Handbook

The Faculty Handbook will not conflict with the terms and conditions specified in this Agreement and nothing herein precludes a faculty member from submitting suggestions.

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ARTICLE IV

Personnel Files

4.1 (a) The College shall maintain a personnel file on each employee which shall include, but not be limited to, the following:

1. Personnel information
2. Information relating to the employee's academic and professional accomplishments submitted by the employee or placed in the file at his or her request.
3. Records generated by the College.
4. Information of a positive nature indicating special achievements, research, performance, and contributions of an academic, professional or civic nature.

(b) At his or her request, the employee may examine his or her file, referred to in 4.1 (a) and photocopy anything therein at a time mutually convenient to the appropriate administrator and the faculty member, within five working days of the initial request.

(c) All materials requested by the College or supplied by the employee in connection with the employee's original employment shall be maintained in a confidential pre-employment file, which shall not be available for examination by the unit member.

(d) The appropriate administrator will be responsible for the safekeeping of the above mentioned personnel files.

(e) Faculty members shall be shown material to be placed in their file and shall acknowledge by signature having seen such. Such acknowledgment shall not necessarily indicate agreement with the material. Faculty members shall have the right to respond to any material placed in the file and that, too, shall be placed in the

file. Material not so treated shall be removed from the file at
the faculty member's request or it shall have no force and effect.

(f) Material not in the file may not be used against the faculty
member.

(g) Personnel files will continue to be available to the appro-
priate administrative personnel and board members when matters of
promotion, retention and faculty performance are under discussion.

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ARTICLE V

Contracts, Dismissals and Vacancies

5.1 When the Board of Trustees does not intend to reappoint a non-tenured faculty member, notice of such non-reappointment shall be given in writing not later than February 10th of the first and second academic years of service, and not later than December 10th of the third, fourth and fifth years of academic service.

5.2 Each non-tenured faculty member shall be notified regarding contract status as indicated in 5.1 supra. Such contract shall contain a clause authorizing the faculty member concerned or the Board of Trustees to be released from the said contract with 30 days' notice to the other party, with salary pro-rated to the date of termination.

5.3 A non-tenured faculty member's non-renewal may only be for just cause. If the cause is questioned the matter shall be processed through the grievance procedure except that the Board of Trustees shall act as Arbitrator in the final and binding step.

5.4 Faculty members will be advised of newly created administrative, supervisory and full-time faculty positions before public announcement is made. A similar procedure will be followed at the time of an official resignation or termination of employment in all administrative and supervisory positions.

ARTICLE VI

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Recommendations for Promotion

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6.1 Professional Standards Committee

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By January 1 of each year a Professional Standards Committee shall
be formed. The Committee shall be comprised of four members from
the faculty elected by the Federation and four members from among
the administrators appointed by the President. The Committee
shall meet on or before February 1st of each year to consider and
by majority vote recommend to the Board qualified and worthy
faculty members for promotion in academic rank. The Committee's
recommendations shall be transmitted to the Board by the Presi-
dent. Faculty members desiring to be considered for a promotion
shall make application to the Professional Standards Committee.
Initiation of recommendations for promotion may also emanate from
the President.

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6.2 Criteria for Promotion

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The personal qualities to be considered in evaluating members of
the faculty for promotion and academic rank are:

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(a) Teaching effectiveness

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(b) Departmental/Institutional service

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(c) Administrative effectiveness

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(d) Scholarly achievement

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(e) Professional growth

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(f) Relevant community service

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ARTICLE VII

Guidelines for Qualifications for Faculty Rank

RANK	EDUCATION	
Instructor II	B.A., B.S., or equivalent	4
Instructor I	Master's Degree or equivalent in special fields	5 6
Assistant Professor	Master's Degree plus 15 acceptable graduate credits or equivalent in special fields	7 8
Associate Professor	Master's Degree plus 30 acceptable graduate credits or equivalent in special fields	9
Professor	Doctorate or equivalent or Master's Degree with all work completed for Doctorate with exception of dissertation	10 11

For further clarification:

1. It will be highly desirable to have had a minimum of two years teaching or equivalent experience for the rank of Instructor II. To be eligible for the rank of Instructor I a candidate should have had at least two years teaching experience or equivalent in related experience. To be eligible for the Assistant Professor rank, a candidate should have had at least four years of teaching or equivalent experience. To be eligible for the Associate Professor rank, a candidate should have had six years of teaching or equivalent experience; and those eligible for the rank of Professor must have had at least eight years of teaching or equivalent experience.
2. The Board of Trustees upon recommendation of either the President or the Professional Standards Committee, may grant special recognition to any faculty member who has made

distinguished contributions to the College. Because of these
contributions, rank guidelines may be waived by the Board of
Trustees.

3. Faculty members may be employed at salaries higher than the
minimum salary for a rank if qualifications are unusual. Such
appointments will be made by the Board of Trustees upon the
recommendation of the President.

4. A candidate is not automatically entitled to placement in the
top rank for which his/her academic and experience credits make
him/her eligible. The President may recommend employment at any
rank at or below the level of the noted qualifications.

5. Faculty will not be automatically moved into the next rank
when the guidelines for that rank are satisfied. Movement from
one rank to another is by promotion only. Not more than 20% of
the faculty may hold the rank of Professor, and not more than 50%
may hold the ranks of Professor and Associate Professor.

ARTICLE VIII

Group Health Insurance

- 8.1 The Board of Trustees shall provide for each unit member full family coverage under Hospital Service Plan of New Jersey (Blue Cross, U.C.R. Blue Shield, Rider "J" and Major Medical).
- 8.2 Each faculty member shall continue to receive Board initiated and funded Blue Cross of New Jersey Prescription Plan (\$1.00 Co-Pay).
- 8.3 The Board and Federation agree to negotiate on the merits of any proposed change in insurance carriers based on the benefits of the proposed plan(s), but not to include compensation for a less expensive plan(s). Such negotiation shall be prior to any effective change to a different plan(s).
- 8.4 The Board shall establish an interest bearing fund which shall be jointly administered by three (3) members designated by the Board and three (3) members designated by the Federation. Such joint committee shall establish its own rules of operation. With establishment of this supplemental insurance fund, the Board shall contribute \$150 per unit member for each of the two years of this Agreement (1983-84 and 1984-85).
- 8.5 All unit members covered by this agreement on their retirement from the College shall be eligible for all health insurance coverage currently in force at the member's expense and at no cost to the College.

ARTICLE IX

Faculty Salaries and Deductions

9.1 The salary of ten-month employees shall be paid bi-weekly for a period of ten months or twelve months, at the option of the employee.

9.2 The College Nurse and Librarians shall receive the same salaries for an academic year of ten months as do other ten-month unit employees in the same ranks. Separate contracts for the summer session may be awarded. Reimbursement for such summer service shall be pro-rata at the employee's base salary for the succeeding academic year. New rates shall be applicable on July 1st.

9.3 The salary schedules and overload rate for ten-month employees for the academic years 1983-85 are incorporated as Appendix A.

9.4 For the academic years 1983-84 and 1984-85 the salary increases for twelve-month employees shall be 120% of the increase granted ten-month faculty members in the same rank, excluding promotions for each of those years.

9.5 Requests for Deductions

Faculty members may, by executing the proper form as provided by the Board, have automatic self payroll deductions for any of the following purposes:

- (a) Professional dues
- (b) Government bonds
- (c) Credit Union
- (d) TIAA and CREF retirement programs
- (e) Any professional insurance programs

(f) Such other as shall be mutually agreed upon by the Federation
and the Board.

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ARTICLE X

Paid Leaves of Absence

10.1 Sick Leave

Full-time faculty members, steadily employed by the Board of Trustees, shall be allowed sick leave with full pay for a period of ten teaching days in any academic year. Twelve-month employees shall be allowed two additional days per year. Up to ten days accumulated sick leave may be transferred from immediate previous educational employment. Unused sick leave shall be accumulative, to be used for additional sick leave as needed in subsequent years. The Board may require proof of illness.

10.2 Bereavement

(a) A paid bereavement leave of four days maximum will be allowed for each death in the immediate family. Family shall mean: father, mother, siblings, wife, husband, children, step-children, grandchildren, mother-in-law and father-in-law. Additional leave may be granted at the discretion of the President of the College.

(b) In the event of the death of a member of his or her family other than those previously listed, a faculty member shall be entitled to one full day to attend the funeral.

10.3 Personal Leave

Employees may be granted two (2) days personal leave with pay for bona fide personal business which cannot be handled outside of regular working hours, such as:

- (a) Real estate closing
- (b) Marriage of the unit member or a member of his/her immediate family

- (c) Graduation of a member of the immediate family 1
- (d) Required appearance in court wherein the employee is not in 2
party and suit with the College. 3

Request for such leave shall be in writing, except in the case of 4
an emergency. In a personal emergency situation the employee 5
shall notify the Personnel Office as soon as possible. 6

10.4 Sabbatical Leaves 7

Sabbatical leaves shall be granted by the Board, subject to the 8
following conditions: 9

(a) A faculty member will be eligible for sabbatical after 10
completion of seven years continuous service at the College; or 11
after seven years since his/her last sabbatical leave at the 12
College. 13

(b) Such leave must be applied for during the first semester of 14
the preceding year, with the specific study or research purpose 15
clearly stated in the application. 16

(c) Application shall be submitted to the President. 17

(d) After careful consideration of all applications, the Presi- 18
dent shall make his recommendation to the Board. Final decision 19
on granting sabbatical leaves shall rest with the Board. 20

(e) Sabbatical leave may be for one or two semesters at sixty 21
percent (60%) of pay. 22

(f) Sabbatical leaves are not subject to the grievance procedure 23
of this agreement. 24

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ARTICLE XI

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Unpaid Leaves of Absence

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11.1 Applications for Unpaid Leave

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Applications for unpaid leaves of absence, other than child rearing, must be made in writing no less than ninety (90) days prior to the effective date of such leave; notice to return must be made in writing no less than one semester prior to the date of return.

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11.2 Child Rearing Leave

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Faculty members of either sex shall be granted unpaid leave of absence up to one (1) year for care of a newborn child under one-hundred-twenty (120) days of age at the time the leave commences (or for an adopted child less than five (5) years of age) provided that where possible at least sixty (60) days prior written notice is given the College. Faculty members granted such leave must return at the start of the next academic year. During such leave benefits shall be frozen.

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11.3 Leave for Personal Reasons

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A leave for personal reasons may be granted by the Board to a faculty member upon mutual consent up to one year.

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11.4 Leave for Professional Services

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Leave to serve with AFT, its affiliates or an academic professional organization shall be granted for one year.

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11.5 Leave for Advanced Study

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Leave for advanced study in the faculty member's discipline shall be granted for one year.

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11.6 Leave for Fulbright or Exchange Teaching

Leave for one year will be granted to any faculty member upon application for the purpose of participating in a Fulbright or other educational exchange program.

11.7 Unpaid Leave Benefits

If legal and subject to the benefit plan, the Board shall permit faculty members on unpaid leaves of absence to continue any and all benefits at their own expense.

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ARTICLE XII

Faculty Privileges

12.1 Tuition Waiver

Subject to meeting entrance requirements, each faculty member, his/her spouse (and dependent children through twenty-two (22) years of age) will be granted waiver of tuition and activity fee to credit and non-credit courses at the College. In any instance in which the agreement with a co-sponsoring organization for an offering prohibits access to courses, that agreement with the co-sponsor shall govern.

12.2 Early Childhood Education Center

Faculty members will be granted the privilege to utilize the facilities of the Early Childhood Education Center for so long as it continues to exist and in conformity with the rates and rules of such facility.

12.3 Tuition Reimbursement

The Board of Trustees shall authorize payment to faculty members for graduate study. Payment shall be made subject to the following conditions:

- (a) Courses must be submitted at least ten days prior to matriculation in such course(s) and are subject to approval by the President or his designee.
- (b) Upon successful completion of course work, reimbursement will be made to a maximum of \$550.

12.4 Parking

A reserved parking area for faculty members shall be provided.

ARTICLE XIII

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Vacation for Twelve Month Employees

- 13.1 Each employee shall have a vacation of twenty working days during each year of employment. A total of ten vacation days may be carried into the subsequent year. Vacation time may be carried into the subsequent year except that no more than twelve days may be carried beyond October 15th of such subsequent year.
- 13.2 An employee's preference as to the period during which he/she desires to take his/her vacation shall be given full consideration. Vacations must be taken at such times as are consistent with the best interests of the College.
- 13.3 If at the time of termination of employment a twelve-month employee has accumulated vacation time, he/she shall be compensated for it up to
- 30 days x base salary.
260 days
(5 x 52)

ARTICLE XIV

Grievance Procedure

14.1 A grievance is a claim or complaint by a faculty member, group of faculty members or the Federation hereinafter referred to as a Grievant, based upon an event which affects a condition of employment, discipline or discharge, and/or alleged violation of which constitutes a misrepresentation or misapplication of any provision of this Agreement or any existing rule, order or regulation of the Board of Trustees. In the event that a faculty member or group of faculty members or the Federation believes there is a basis for a grievance, it shall:

(a) Informally discuss the grievance with the appropriate administrator.

(b) If, as a result of the informal discussion a grievance is unresolved, the Grievant may invoke the formal grievance procedure on the form required, signed by the Grievant. Every formal grievance shall be filed within four weeks of the occurrence or thereafter be barred. Two copies of the grievance shall be filed with the President of the College or a representative designated by him.

(c) Within one week of date of filing, the President or his designee shall meet with the Grievant or his representative in an effort to resolve the grievance. The President or his designee shall indicate his disposition of the grievance in writing within one week of said meeting.

(d) If the Grievant is not satisfied with the disposition of the grievance by the President or his designee or if no disposition

has been made within the time limits in paragraph (c), the grievance shall be transmitted to the Board of Trustees by the Grievant by filing a written copy thereof with the Secretary of said Board. The Board shall, within five calendar weeks of the date of filing, either allow the grievance or hold a hearing on the grievance. No later than one calendar week thereafter, the Board of Trustees shall indicate its disposition of the grievance, in writing, to the Federation. A grievance based on lack of contract offer by the Board of Trustees for non-tenured faculty members shall be handled per Article V Section 5.3.

(e) If the Federation is not satisfied with the disposition of the grievance by the Board of Trustees, or if no disposition has been made within the period provided in paragraph (d), the grievance may be submitted to arbitration before an impartial arbitrator. If the parties cannot agree on an arbitrator, he shall be selected pursuant to the rules and procedure of the American Arbitration Association, whose rules shall likewise govern the arbitration proceeding. Neither the Board nor the Federation shall be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to or subtract from the terms of the Agreement. Both parties agree to be bound by the decision of the arbitrator.

(f) Subject to (g) infra, the fees and expenses of the arbitrator shall be shared equally by the parties.

(g) No reprisals of any kind shall be taken against any faculty member for participating in any grievance. If any faculty member

for whom a grievance is filed, processed or sustained shall be 1
found to have been unjustly discharged, he or she shall be re- 2
stored to his or her former position with full reimbursement of 3
all professional compensation lost, and in addition the Board 4
shall pay the entire cost of fees and expenses of the arbitrator. 5
However, if the discharge is found to have been justified, the 6
Federation shall pay the entire cost of fees and expenses of the 7
arbitration. 8

(h) The number of days indicated at each level should be con- 9
sidered as maximum and every effort should be made to expedite the 10
process. However, the time limits may be extended by mutual 11
consent. 12

(i) All documents, communications and records dealing with 13
grievances shall be filed separately from the personnel file of 14
the participants. 15

(j) It is agreed that each party shall furnish the other with any 16
information in its possession necessary for the processing of any 17
grievance or complaint. 18

(k) If a faculty member or a supervisor has a matter which he 19
wishes to discuss with the other, he is free to do so without 20
recourse to the grievance procedure. 21

(l) No grievance shall be adjusted without prior notification to 22
the Federation and an opportunity for a Federation representative 23
to be present, nor shall any adjustment of a grievance be incon- 24
sistent with the terms of this Agreement. 25

(m) A grievance may be withdrawn at any level. 26

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14.1 Formal Grievance Procedure Form

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NAME _____

POSITION _____

DATE OF GRIEVANCE _____

DATE OF FILING _____

NATURE OF GRIEVANCE:

PREVIOUS ACTION, IF ANY, TAKEN BY GRIEVANT:

SIGNATURE _____

DATE RECEIVED BY PRESIDENT _____

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DATE OF MEETING WITH GRIEVANT _____

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DISPOSITION:

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DATE: _____ SIGNATURE _____

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DATE RECEIVED BY SECRETARY OF BOARD OF TRUSTEES _____

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DATE GRIEVANCE ALLOWED _____

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DATE OF HEARING _____

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DISPOSITION:

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DATE: _____ SIGNATURE _____

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ARTICLE XV

Duration of Agreement

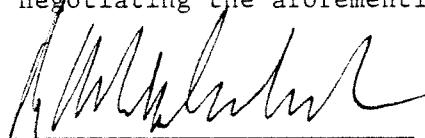
15.1 This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation and supersedes each and every provision of all prior contracts between the parties. Except as specified, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.


15.2 This Agreement shall be effective for a period of two (2) years starting July 1, 1983 through June 30, 1985 subject to the following:

During the month of October 1984 either party may notify the other in writing of its desire to reopen the Agreement for negotiations for the subsequent year. Within thirty days of such notice, the duly authorized representatives designated by the parties will meet.

15.3 At the conclusion of said two year period, this Agreement shall continue from year to year thereafter unless either party shall give written notice to the other of its intention to terminate, modify, amend or supplement this Agreement.

Within thirty days of such notice, the duly authorized representatives designated by the parties will meet for the purpose of negotiating the aforementioned items.

by 
Chairperson, Board of Trustees

by 
President, Federation of Teachers

Harold Zimmerman
Secretary Board of Trustees

by Barbara J. Braun
Secretary, Federation of Teachers

by Kenneth Soler

by June Sweeten

by Harry S. Wilcox

by Janid A. Roberts

February 1, 1984
Dated

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GLOUCESTER COUNTY COLLEGE

SALARY SCHEDULE

10 Month Employees

	<u>INSTRUCTOR II</u>	<u>INSTRUCTOR I</u>	<u>ASSISTANT</u>	<u>ASSOCIATE</u>	<u>PROFESSOR</u>
<u>1983-84</u>					
Minimum	\$18,378.	\$19,341.	\$20,921.	\$22,963.	\$25,541.
Maximum	25,166.	27,706.	30,040.	32,714.	36,360.
<u>1984-85</u>					
Minimum	20,278.	21,241.	22,821.	24,863.	27,441.
Maximum	27,066.	29,606.	31,940.	34,614.	38,260.

Maximum increments for those faculty members below maximum salary per rank are:

360.	412.	463.	515.	566.
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Overload Rate: \$375 for 1983-84 and \$385 for 1984-85 per contact hour

Promotion Factor: \$300.00 and increment differential appropriate to new rank for 1983-84 and 1984-85.

NOTE: Annual compensation for Faculty Program Coordinators is determined in the following manner:

- a. Three (3) equalized contact hours (ECH)
- and
- b. \$750 (1983-84) \$770 (1984-85) if coordinating an area/discipline having five (5) or more full-time faculty members
- or
- c. \$375 (1983-84) \$385 (1984-85) if coordinating an area/discipline having fewer than five (5) full-time faculty members or not electing a coordinator.

