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Niagara County Community College
3111 Saunders Settlement Road
Sanborn New York 14132

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6710

AGREEMENT BETWEEN

NIAGARA COUNTY COMMUNITY COLLEGE

AND THE

FACULTY ASSOCIATION OF

NIAGARA COUNTY COMMUNITY COLLEGE

RECEIVED

MAY 17 2004

NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

September 1, 2002 - August 31, 2006

#Employees 190

TABLE OF CONTENTS

<u>ARTICLES</u>		<u>PAGE</u>
1	PREAMBLE DURATION	
	1.1 (A) and (B)	1
2	DEFINITIONS	
	2.1 College	1
	2.2 Faculty	1
	2.3 Academic Staff	1
	2.4 Full Academic Rank	1
	2.5 Non-Ranked Professional Staff	1
	2.6 Para-Professional Staff	1
	2.7 Non-Credit Professional Staff	1
	2.8 Negotiating Unit	1
	2.9 Association	1
	2.10 Association Members	1
3	Recognition	
	3.1 - 3.3	2
4	Rights and Responsibilities of Employer	
	4.1 and 4.2	2
5	Association Rights	
	5.1 Dues Deduction	2
	5.2 Agency Fee	2
	5.3 Save Harmless	3
	5.4 Faculty Assoc. Days	3
	5.5 Sharing of Data	3
	5.6 Faculty Assoc. President Reduced Schedule	3
	5.7 Release Time for Negotiations	3
	5.8 No Strike Pledge	3
	5.9 Unpaid Leave -- Faculty Assoc. Officer	3
	5.10 Labor-Management Committee	3
	5.11 Use of College Facilities	3
	5.12 Faculty Assoc. Meetings	4

6 Academic Year

6.1	Academic Year	4
6.2	Non-Instructional Days	4
6.3	Ten-Month Appointments	5
6.4	Academic Staff Assignments	5
6.5	Additional Assignment for Nursing Division Faculty	5
6.6	Teaching Faculty	5
6.7	Academic Assignments... ..	6
6.8	Additional Assignment for Curriculum	6
6.9	Teaching Credit Courses to High School	6

7 Work Hours, Work Load and Conditions of Employment

7.1	Student Enrollment and Teaching Load	8
7.2	Preparations	8
7.3	Maximum Overload	9
7.4	Assignment to Evening Course Work	9
7.5	Overloads and Summer Courses	9
7.6	Independent Study	9
7.7	Non Credit Instructions Duty Load	9
7.8	Office Hours	9
7.9	Para-Professional Staff	10
7.10	Dept. Heads and/or Div. Chairpersons	11
7.11	Counselors and Librarians	11
7.12	Coordinator of CCI Day	12
7.13	Coordinator of Financial Aid	12
7.14	Safety and Security	13
7.15	Non-Discrimination	13

8 Academic Freedom

8.1 and 8.2	13
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9 Recruitment and Appointment of Personnel

9.1	Types of Appointment	13
9.2	Recruitment of Personnel	14
9.3	Periods of Appointment	15
9.4	Procedure For Promotions	16

10 Promotions and Evaluations

10.1	Promotion Based ... Merit	17
10.2	Qualities Considered For Promotions ... Staff.	17
10.3	Annual Promotional Opportunities	18
10.4	Student Evaluations	18
10.5	Faculty Members Rights to Respond ... Evaluation.	18
10.6	Faculty Members Right to Review ... Materials	18
10.7	Department Heads and Division Chairpersons.	18

11	Termination of Service	
11.1	Temporary Appointments	19
11.2	Terms Appointments	19
11.3	Continuing Appointments	19
11.4	Discipline for Cause	19
11.5	Discharge for Cause	19
11.6	Resignation Notice	20
12	Seniority	
12.1	Seniority Defined	20
12.2	Seniority Accrual - Non-Teaching Unit Members	21
12.3	Effect of Sick Leave on Seniority Accrual	21
12.4	Seniority List.	21
12.5	Effect of Non-Teaching Assignment on Seniority	21
12.6	Reinstatement of Seniority ... Sabbatical Leave	21
12.7	Break in Service - Effect on Seniority	22
12.8	Loss of Seniority Due to Severance	22
12.9	Tie Breaker When Seniority Equal	22
12.10	Seniority of Div. Chairpersons/Dept. Heads	22
13	Layoff and Procedure	
13.1	23
13.2	Application of Seniority... Layoff	23
13.3	Determination of "Minimally Qualified"	24
13.4	Faculty Work Units and Work Areas	25
13.5	Layoff/Bumping Procedure	26
13.6	Bumping of Non-Teaching ... Unit Members	27
13.7	Procedures Where Seniority Equal	27
13.8	Use of Non-Credit Courses to Avoid Layoff	28
13.9	Financial Retrenchment	28
14	Recall From Layoff Status	
14.1	Generally	29
14.2	Procedure for Recall	30
15	College Facilities	
15.1	30

16 Leaves of Absence

16.1	Vacation Benefits	31
16.2	Academic Holidays	32
16.3	Sick Leave	33
16.4	Personal Leave	33
16.5	Leaves Without Salary	33
16.6	Bereavement Leaves	34
16.7	Leaves Required By Law	34
16.8	Military Leaves	34
16.9	Sabbatical Leave	34
16.10	Notification of Absence	35

17 Fringe Benefits

17.1	Retirement/Worker's Comp.	36
17.2	Health Insurance	36
17.3	Professional Memberships	38
17.4	Credit Courses at NCCC	38
17.5	Tax Sheltered Annuity Plans.	38
17.6	Section 125 Flexible Spending Account	39

18 Salary and Salary Related Items

18.1	Salary Ranges	40
18.2	General Wage Increases	40
18.3	Unit Members At Maximum ... Salary Range	40
18.4	Increment	40
18.5	Promotions.	41
18.6	12 Month Employees	41
18.7	Overload Compensation	41
18.8	Reimbursement of Travel Expenses	41
18.9	Salary Payment Options	42
18.10	Full time/Per diem Compensation	42
18.11	Ten Month Non-ranked Professional	42

19 Grievance Procedures

19.1	Statement of Purpose	43
19.2	Definitions	43
19.3	Specific Conditions	43
19.4	Procedural Steps	44

20 Early Retirement Incentive

20.1 - 20.5	46
20.6 - 20.7	46

21 **Contract Supremacy**

21.1	Contract Supremacy	47
21.2	Savings Clause	47
21.3	Legislative Action.	47
Appendix A	NCCC Waiver of Health Insurance.	44
Appendix B	Program Coordinators List	45
Appendix C	Weighing of Lectures, Preparation, and Laboratory Contact Time	46

ARTICLE 1 - PREAMBLE/DURATION

- 1.1 The parties to the Agreement, Niagara County Community College ("College") and the Faculty Association, Niagara County Community College, ("Association"), in order to effectuate the provisions of the Public Employment Fair Employment Act, and to encourage and increase effective and harmonious work relationships, agree as follows:
- A. Term: This Agreement will be effective as of September 1, 2002, and shall remain in effect until August 31, 2006.
- B. Negotiations for a Subsequent Agreement - shall commence no later than March 1st of the last year of this agreement.

ARTICLE 2 - DEFINITIONS

As used in this Agreement, the following terms shall mean:

- 2.1 COLLEGE: Niagara County Community College.
- 2.2 FACULTY: All full-time members of the college academic, para-professional, non-ranked professional, and non-credit professional staffs as defined below.
- 2.3 ACADEMIC STAFF: Faculty members having full academic rank.
- 2.4 FULL ACADEMIC RANK: Faculty members having the payroll title of: Professor, Associate Professor, Assistant Professor, Instructor, Librarian, Counselor
- 2.5 NON-RANKED PROFESSIONAL: Faculty members having the payroll title of: Audio Visual Specialists, Assistant Audio Visual Specialist, Supervisor of College Nursing Services, Computer User Liaison, Program Administrator Registrar and Coordinator of Minority Outreach.
- 2.6 PARA-PROFESSIONAL STAFF: Technical Assistants.
- 2.7 NON-CREDIT PROFESSIONAL STAFF: Faculty members having payroll titles of Non-credit Instructor and Non-credit Program Coordinators.
- 2.8 NEGOTIATING UNIT: All full-time members of the faculty but excluding the President, the Vice Presidents, Deans, Associate Deans, Assistant Deans, Directors, Associate Directors, Assistant Directors, Administrative Assistants, Director of Educational Development, part-time faculty, and civil service employees.
- 2.9 ASSOCIATION: The Faculty Association of Niagara County Community College.
- 2.10 ASSOCIATION MEMBERS: All members of the negotiating unit who are members of the Association as evidenced by the payment of membership dues.

NOTE: All references to his/her in this contract shall mean both male and female persons covered by this Agreement.

ARTICLE 3 - RECOGNITION

- 3.1 The Faculty Association of Niagara County Community College is recognized by the Niagara County Legislature and the Niagara County Community College Board of Trustees for purposes of collective negotiations, pursuant to the New York Public Employees' Fair Employment Law, as the exclusive negotiating agent of the negotiating unit.
- 3.2 The Association is hereby granted unchallenged representation for the maximum period allowed by law.
- 3.3 Division Chairperson and Department Heads Bargaining Unit Status. The titles of Division Chairpersons and Department Heads are included in the bargaining unit. (Effective 9/1/90).

ARTICLE 4 - RIGHTS AND RESPONSIBILITIES OF EMPLOYER

- 4.1 The Board of Trustees and the Niagara County Legislature hereby retain and reserve unto themselves all rights, powers, authority, duties and responsibilities conferred upon and vested in them by law.
- 4.2 The exercise of these rights, powers, authority, duties and responsibilities and the adoption of such rules, regulations and policies as they may deem necessary in the management, direction and administration of all operations and activities of the College shall be limited only by the specific and express terms of this Agreement.

ARTICLE 5 - ASSOCIATION RIGHTS

5.1 DUES DEDUCTION:

- A. **DUES:** The College shall deduct from the pay of each Association member from whom it has received written authorization on a form to be provided by the Association such amount for membership dues as the Association shall specify in writing to the College, and will forward such dues to the Treasurer of the Association. Such deductions shall be made in equal installments from each of the first twenty-two (22) pay periods of the academic year.
- B. **GOVERNMENTAL AFFAIRS:** The College shall annually deduct \$25.00 from the first pay in October for each Association member. Written authorization for such deduction shall be on a form provided by the Association entitled "Governmental Affairs Deduction". Previously elected deductions shall remain in effect until rescinded by the individual or until his or her retirement. Money collected by the College shall be forwarded to the Chair of the Faculty Association Governmental Affairs Committee.

- 5.2 **AGENCY FEE:** Any present or future employees represented by the Association, who are not Association members and who do not make application for membership within thirty (30) days after mutual ratification of this agreement or who do not become members of the Association within thirty (30) days after their hiring date, shall have deducted from their wage, an amount equivalent to the total annual membership dues levied by the Association. The College shall make such deductions and transmit the sum so deducted to the Association on a monthly basis in the same procedural manner as for membership dues provided, however, the Association has established and maintained a procedure providing for the refund to any employee demanding the return of any part of an agency shop fee deduction as required by law.

- 5.3 **SAVE HARMLESS:** The Association shall indemnify and hold harmless the College and its officials and employees from any cause of action, claim, loss or damages incurred as a result of the College's deduction from employees pursuant to this Article.
- 5.4 **FACULTY ASSOCIATION DAYS:** The union shall be permitted three (3) unpaid leave days for union business. In addition, the President of the College may authorize up to three (3) additional days with pay.
- 5.5 **SHARING OF DATA:** The College and County shall agree to furnish existing non-working documents or information in existing format to the Association on request, in writing, to assist the Association in developing intelligent, accurate, and informed constructive proposals for negotiations and in administering the contract on behalf of the faculty.
- 5.6 **FACULTY ASSOCIATION PRESIDENT - REDUCED SCHEDULE:** The Faculty Association President shall be allowed a reduction of six (6) hours lecture/lab per semester from normal load to allow for the administration of the collective bargaining agreement. In the event the President is a non-teaching faculty member, the President shall be released from six (6) hours per week.
- 5.7 **RELEASE TIME FOR NEGOTIATIONS:** A maximum of three (3) members of the negotiating team of the Faculty Association of Niagara County Community College shall be permitted time off from their duties to attend negotiating sessions.
- 5.8 **NO STRIKE PLEDGE:** Pursuant to the provisions of subdivision 3 (b) of Section 207 of the Public Employees' Fair Employment Law, the Faculty Association of Niagara County Community College affirms: "That it does not assert the right to strike against any government, to assist or participate in any such strike or to impose an obligation to conduct, assist or participate in such strike".
- 5.9 **UNPAID LEAVE - FACULTY ASSOCIATION OFFICER:** The College shall grant a maximum of one (1) leave of absence without pay for the employees in the bargaining unit for the purpose of serving as an elected officer for the local union or one of its affiliates for a maximum of two (2) years. The College shall grant a maximum of one (1) leave of absence without pay to an employee in the bargaining unit for the purpose of serving as a staff member of the union or some of its affiliates for a maximum of two (2) years. Employees on such leave of absences shall have their salary adjusted for the two (2) years as if their service was continuous.
- 5.10 **LABOR-MANAGEMENT COMMITTEE:** In the spirit of collegiality, the President of the Association or a committee of members from the Faculty Association shall meet periodically with the President or his/her designated representative(s) to discuss topics of mutual concern. The committee so formed of five (5) members appointed by the President of the College, and five (5) appointed by the President of the Association shall be known as the Labor-Management Council.
- 5.11 **USE OF COLLEGE FACILITIES:**
- A. The Association is granted the use of College facilities (for example: bulletin board, meeting rooms, mail boxes), as are necessary for the conduct of its proper business (for example: communications with its members, elections, meetings of its membership and committees). This use is granted, provided that it does not interfere with normal operations of the college and subject to the College's internal assignment of space and bulletin board procedures.
 - B. The Association may request use of College facilities for recreational or social purposes in accordance with established College policies and procedures.

- 5.12 **FACULTY ASSOCIATION MEETINGS:** No more than two Association meetings shall be scheduled each semester between 12:30 - 2:00 pm and subject to the College's internal assignment of space procedures.

ARTICLE 6 - ACADEMIC YEAR

- 6.1 The College academic year shall commence on the first day of classes in the Fall semester, and shall consist of the following:

- 75 days Fall Semester. Classes will not be scheduled before September 1st.
- 76 days Spring Semester
- 2 days Preparation Days. Scheduled immediately preceding Fall and Spring Semester; one per semester.
- 2 days College Days. Scheduled immediately preceding Fall and Spring semesters; one per semester.
- 4 days Professional Development Days. Four (4) days scheduled immediately prior to Spring semester. The College may schedule the four Professional Development Days in the week of Good Friday on an as-needed basis.
- 2 days CCI Day and Commencement
- 1 day End of Year Wrap-up Day. Scheduled immediately after Commencement.

Total 162 days

- 6.2 **NON-INSTRUCTIONAL DAYS:** In addition to the general makeup of the academic year as noted above, the College Administration shall assign eleven (11) non-instructional days for all faculty members. Non-instructional days shall generally be used for the following purpose:

- A. **Preparation Days:** Time prior to the beginning of a semester for faculty to get ready for instructional or other professional responsibilities such as planning lectures or labs, working on instructional materials (tests, handouts), for writing course outlines (syllabi), paperwork, recordkeeping.
- B. **College Day:** Time for faculty to participate in College organizational activities related to non-instructional responsibilities of faculty such as college-wide meetings, division or department meetings, program or curriculum development or evaluations, committee meetings, governance activities, student or curriculum orientation.
- C. **Professional Development Day:** Time for faculty to participate in individual or group activities intended to improve instructional subject area or professional competencies, or to provide opportunities for professional growth and renewal. As an exception a pre-arranged off-campus activity may be substituted for a non-campus activity.
- D. **CCI (College/Career Information Day):** College/Career Information Program held annually at NCCC consisting of group information or workshop sessions on career topics.

- E. End of Year Wrap-up Day: Day established for the faculty to complete related, but non-teaching responsibilities, such as completion of grade books, attendance verification, submission of grades and examinations, special assignment outcome reports, return of all keys and general clean-up of faculty office.
- F. Commencement: Day for Commencement Exercises.
- G. Eleven (11) non-instructional days, included in the 162 day schedule noted above, shall be days that teaching or advisement of students should not be assigned to a faculty member.

6.3 **TEN-MONTH APPOINTMENTS:**

- A. Parameters (Work-Year): Unless terms and conditions of their appointment otherwise provide, the regular appointment year for members of the academic staff on ten-month appointments shall be the beginning of Fall semester classes through commencement exercises. Fall semester classes will not begin prior to September 1st, and commencement exercises will be no later than the third Sunday following the end of final examinations.

B. Maximum Work Days

(1)	Full Time Teaching Faculty	162 days
(2)	Division Chairpersons	176 days
(3)	Technical Assistant (para professional)	176 days
(4)	Librarians and Counselors	176 days

6.4 **ACADEMIC STAFF ASSIGNMENTS:**

Except for the holiday and recess periods authorized under this agreement, academic staff shall be available for assignment during the applicable appointment year without additional compensation. The exception to the above is full-time teaching faculty which shall be paid at the rate of \$40.00 per assignment effective September 1, 1987, if circumstances require such person to work during such periods for student advisement or registration. Appropriate qualified volunteers within the work unit will be considered.

6.5 **ADDITIONAL ASSIGNMENT FOR NURSING DIVISION FACULTY:**

In addition to any other assignments noted in this article, full time teaching faculty in the Nursing Division may be assigned to work on curriculum development and evaluation activities related to NLN accreditation criteria for a maximum of two (2) days in both of the post semester non-recess periods (January and May) at compensation equivalent to their daily (ten month) rate to a maximum of one hundred (\$100.00) dollars per day.

6.6 **TEACHING FACULTY - RESPONSIBILITY FOR GRADES:**

- A. While full-time teaching faculty are only assignable during the post semester non-recess periods (January and May) as designated with additional compensation in this section (6.4 and 6.5 above), it is understood that all teaching faculty are responsible without additional compensation for the submission of their final semester grades in accord with the College's published deadlines without regard to either the recess or non-assignment provisions of the Agreement. Thus, a faculty member's responsibility for grading and/or submission of grades may legitimately reduce either the recess or non-assignment periods without further compensation to the faculty member.
- B. Teaching faculty members who fail to submit final grades pursuant to the College's schedule may be subject to disciplinary action as provided in this agreement.

6.7

ACADEMIC ASSIGNMENTS - 10 MONTH DIVISION CHAIRPERSONS, DEPARTMENT HEADS AND REASSIGNED FACULTY WITH COMPARABLE LOAD REDUCTION:

- A. Grade Processing: Should final grade processing require assignment during the winter recess, the appropriate Dean may make such assignments and shall grant equivalent compensatory time to such staff within the ten (10) month work year.
- B. Compensatory Days: In relationship to the expanded instructional work effort of the academic calendar commencing in 1984-85, four additional compensatory days shall be awarded to such staff within the ten (10) month work year with the prior approval of the appropriate Dean. Compensatory time referred to above may be granted in one-half day increments and shall not conflict with a staff member's instructional responsibilities.

6.8

ADDITIONAL ASSIGNMENT FOR CURRICULUM ACCREDITATION (NATIONAL ORGANIZATION)

Ten month faculty involved in a curriculum accreditation process by a national organization (e.g. CAAHEP, TACABET) shall be compensated in the following manner:

- A. At minimum, two 10-month faculty members, as approved by the Office of Academic Affairs, shall compose the self-study team and be responsible for all aspects of the accreditation process from inception to completion. This includes but is not limited to collecting and compiling of data; drafting and completing the self study report according to accreditation guidelines and college schedules; assisting in the arrangements for the site visit; responding to the initial accreditation report and all follow-up requests/reports; assisting with and guiding any necessary curriculum changes through internal and external governance bodies; and working with the respective department/division/ administrator to implement any changes where necessary.
- B. The total compensation allocated for the entire accreditation process of each curriculum shall be a sum equivalent to twelve (12) lecture hours overload. This compensation shall be evenly divided among the 10-month faculty on the self-study team and shall be paid in equal installments over a calendar determined by the College (not to exceed eighteen consecutive months); from the beginning of the process through the final decision regarding the accreditation by the national organization.

6.9

TEACHING CREDIT COURSES TO HIGH SCHOOL STUDENTS

In regards to teaching Niagara County Community College credit courses to high school students, the College will abide by the SUNY Guidelines, make a good faith effort to obtain permission from the school districts for NCCC faculty to teach courses at the high schools or have classes of high school students meet on the college's campus and be instructed by the college's faculty.

In the event that the parties agree by written agreement, that utilizing high school teachers to instruct these classes is the only means of instruction that will allow for these students needs to be met, then the following conditions shall apply:

- A. No high school teacher shall teach NCCC courses who is not determined to be minimally qualified by the Divisions Chair in whose Department the course is traditionally taught. In almost all cases, a Masters Degree in the subject area to be taught will be the minimum requirement. High school teachers who have successfully taught credit courses for the college for several years and who meet with the approval of the Division Chair as being minimally qualified may continue to teach such courses as they have in the past.

- B. The college will assign a member of the NCCC full time faculty as a liaison to each high school faculty member teaching NCCC college credit courses. The liaison will be a member of the department (Work Area) and division (Work Unit) that traditionally offers the course(s). The liaison will be recommended to the Academic Dean by the Division Chair. In the event no faculty member in the work area desires to or can serve as liaison, another Work Unit faculty member or the Division Chair may serve in his/her place. (See 6.9F Compensation).
- C. No faculty member who wishes to teach an overload course will be denied such opportunity while courses from his/her work area are being taught in high schools.
- D. No faculty member shall be retrenched or non- renewed in a work area, due to enrollment, while courses in his/her work area are being taught in high schools.
- E. Full time faculty will forego their right to designate the high school courses taught by high school faculty as their overload preference.(Article: 7.5)
- F. Compensation for each faculty liaison shall be: one third (1/3) of the lecture and/or lab contact hours associated with each course section taught at each high school that he/she is liaison to. (See below for job responsibilities load reductions may be taken in lieu of compensation with permission of the Chair and Academic Dean.)

Example:

COURSE	CREDIT HOURS	CONTACT HOURS	COMPENSATION
English 101	3	3 lecture	1 lecture
Biology 109	4	3 lecture, 3 lab	1 lecture and 1 lab
Math 112	4	4 lecture	4/3 lecture

- G. Travel expenses shall be provided to faculty liaisons at the standard college rate upon submission of appropriate expense vouchers.
- H. Duties and Responsibilities of the Liaison shall be as follows:
 1. Assist in the assessment of high school qualifications to teach NCCC course(s).
 2. Provide and explain course syllabus.
 3. Insure appropriate textbook and course materials are acquired and utilized.
 4. Meet with the high school teacher, as necessary, to discuss the methods and issues related to teaching the course and actual time spend on instruction to comply with SUNY and State Education Department requirements.
 5. Where necessary and required, help to secure available laboratory and library resources so that students may have opportunities to participate in some instructional activities, on the NCCC campus.
 6. Observe classroom instruction at least once per semester.
 7. Assist in the resolution of any instructional issues.
 8. Assist in the design of instructional assessments of student performance.
 9. Insure that rosters for census data are submitted according to College policy.
 10. Insure that all student evaluations of instruction (IDEA Forms) are administered in accordance with College policy.
 11. Insure that only qualified students have registered for the course (i. e. pre-requisites and basic sills tests where required
 12. Maintain communication with teacher and Division Chair on an on-going basis.
 13. Insure that all final rosters, grade books etc. are turned in to the College Records Office in accordance with the College calendar and policy.
 14. Make recommendations to the Division Chair, and Deans of Academic Affairs and Lifelong Learning concerning the continuation of partnerships utilizing the same high school teacher and resources at the end of each semester.

ARTICLE 7 - WORK HOURS, WORK LOAD, AND CONDITIONS OF EMPLOYMENT

7.1 Student Enrollment and Teaching Load:

- A. Each division chairperson may recommend maximum student enrollment in each section.
- B. Teaching loads are based on contact hours assigned.
- C. Teaching loads, under normal circumstances, will be 30 lecture hours or 36 lecture/laboratory hours per academic year with approximately equal distribution between the semesters. Nursing faculty shall have teaching loads, under normal circumstances, of 32 lecture/laboratory hours per academic year.
- D. Where the total load exceeds 450 student contact hours in any semester due to large lecture assignment, the Division Chairperson may recommend reduction to a minimum of 12 lecture hours or 15 lecture/laboratory hours. Load reduction is not granted for course and curriculum development and other such normal professional obligations.
- E. A faculty member utilizing a lecture hall for instruction may request or be requested, by the Dean, to teach two sections of the same course meeting at the same time. However, such scheduling shall not result in the faculty member teaching more than the maximum number of students that he/she would have taught without lecture hall use. **EXAMPLE:** PSY 605 - Introduction to Psychology

Five (5) sections, maximum class size of 30 students each; $5 \times 30 = 150$ student \times 3 contact hours = 450 student contact hours.

Lecture hall use: 2 sections combined = 60 students maximum + 3 sections of 30 students each maximum = 150×3 contact hours = 450 student contact hours.

Such lecture hall scheduling and faculty assignment shall only occur with the mutual approval of the Academic Dean and the faculty member involved.

7.2 PREPARATIONS: The number of preparations for an instructor varies according to program needs; however, two preparations is considered the norm. Where program needs require more than two preparations for an instructor, the Division Chairman shall consult with the faculty prior to scheduling of courses.

- A. Any faculty member (except Nursing) assigned to more than twelve (12) unique credit hours of preparations in any academic year, as calculated below, shall be paid an additional one hundred (\$100.00) dollars for each three preparation hours or portion thereof over twelve (12) preparation hours.
- B. One (1) lecture hours equals one (1) preparation hour. One plus 1/2 lab/contact hour = one preparation hour. (See example at Appendix C.)
- C. The same course that is a unique preparation in the Fall semester and retaught in the Spring semester shall be considered as additional preparation hours.
- D. If faculty members are assigned less than twelve (12) preparation hours in an academic year, the faculty member shall carry such credit forward to subsequent academic years to permit additional preparations being assigned by the College without required payment, as noted above.
- E. Current practice in assigning load by the College shall continue.
- F. Payment pursuant to this subsection shall be made no later than the fourth full pay period in the Spring semester.

7.3 **MAXIMUM OVERLOAD**

Full-time faculty are permitted to teach a maximum of five (5) credit hours per semester on an overload basis for which compensation will be granted contingent on the College's need for such overload teachings. In extenuating circumstances, this limit may be waived.

7.4 **ASSIGNMENT TO EVENING COURSE WORK**

All full-time faculty appointed as of and subsequent to September 1972 may be assigned to evening courses as part of the faculty member's normal load. All full-time faculty appointed before September 1972 may request an evening assignment as part of normal load. If retrenchment occurs in a work area, (pursuant to Article 13.1, through 13.8) full-time faculty members may be assigned evening courses regardless of initial date of appointment.

7.5 **OVERLOADS AND SUMMER COURSES - FIRST PREFERENCE TO FULL TIME FACULTY MEMBERS**

Full-time faculty members shall be given first preference to all overloads and summer courses in their work unit offered by the College if such faculty members are qualified to teach such courses as determined by the Dean of Academic Affairs.

7.6 **INDEPENDENT STUDY**

Independent study will be permitted where the President of the College has approved such instruction and the faculty member has consented to engage in such instruction. A faculty member shall be paid \$100.00 per credit hour where a credit hour is equivalent to 45 student activity hours including 8 hours of contact between the student(s) and faculty member. Payment pursuant to this section applies only to overload for the offering of credit hour(s) for student(s) not scheduled as normal College course offerings within the semester's register of courses in the semester in which such instruction is offered.

7.7 **NON-CREDIT INSTRUCTORS - DUTY LOAD**

- A. Non-credit instructors who are assigned on a full-time basis by the appropriate Vice President/Dean to teach credit-free courses shall have teaching loads, under normal circumstances of twenty-five (25) instructional contact hours per semester.
- B. Non-credit instructors may, however, be assigned to duties in lieu of instructional hours. In this event a 3:2 ratio shall apply (3 hours of non-instructional contact will be equivalent to 2 hours of non-credit instructional contact).

7.8 **OFFICE HOURS**

Each faculty member shall post a minimum of five (5) office hours per week, at which time he/she shall be available for consultation with student regarding general academic questions and problems, including guidance in course selections. Because advisement is recognized as an important responsibility for all faculty, the faculty shall be available for consultation with students at other times, by appointment.

PARA-PROFESSIONAL STAFF

- A. **WORK YEAR:** Para-professional staff members may be assigned to work a twelve month or ten month work year. Paraprofessional staff on a ten-month work year shall consist of 176 days, and shall commence on the first official faculty work day (Preparation Day), in the fall semester through Commencement exercises exclusive of any holidays and recess periods authorized under this agreement.
- B. **WORK BEYOND NORMAL 10 MONTH SCHEDULE:** Para- Professionals may be assigned to work up to ten (10) days in addition to the normal 10 month schedule. Such ten (10) days must be consecutive but may be split into a maximum of two segments. Compensation for such time shall be equivalent to the daily ten month rate (See the annual work day/per diem calendar for 10 month TA's).
- C. **ACCRUAL OF ADDITIONAL COMPENSATORY TIME:** Technical Assistants may earn additional compensatory time as outlined below, and Technical Assistants who are required to work on Saturdays as part of their normal work week shall be assigned to work those Saturdays according to the following guidelines:
- 1, Notice of the Saturdays that TA's who are required to work Saturdays as part of their normal work week will work shall be given to Technical Assistants at least two (2) months prior to the beginning of the semester in which the Saturdays will be worked.
 2. TA's required to work Saturdays as part of their normal 35 hour work week will be scheduled such that they have one entire day off between Monday and Friday. TA's may request to work 35 hours over a six (6) day period Monday through Saturday with their supervisors approval.
 3. Up to thirty-five (35) hours of compensatory time may be accrued during the work year (10 or 12 months) in addition to compensatory time accrued to accommodate the four-day summer schedule. As accrued time is used, additional time may be earned up to the maximum of 35 hours.
 4. There shall be no mandatory compensatory time (i.e. Technical Assistants shall not be required to work more than thirty-five (35) hours per week).
 5. Accrued time must be used during the respective work year (10 or 12 months). If accrued compensatory time is not used during the respective work year, Technical Assistants shall carry over such unused time to the following year. This carried over time shall count toward the thirty-five (35) hour maximum accrued time for the new year. Technical Assistants may be required to use their time by the end of their respective work year.
 6. Notwithstanding article 7.9C5 above, the use of accrued compensatory time will otherwise be scheduled at a mutually agreeable time between the TA and the supervisor.
 7. All accrued compensatory time shall be reported on a weekly basis to the Office of Human Resources using an appropriate form signed by the Technical Assistant and the supervisory.
- D. **WORK WEEK:** The para-professional staff shall work a thirty-five (35) hour work week.

DEPARTMENT HEADS AND/OR DIVISION CHAIRPERSONS

- A. WORK YEAR: Department heads and/or Division Chairpersons may be assigned to work a twelve (12) month or a ten (10) month work year. A twelve month work year shall consist of a maximum of 231 work days, and a ten month year shall consist of 176 work days.
- B. WORK BEYOND THE 10 MONTH WORK YEAR: Division Chairpersons and/or Department Heads not assigned to twelve (12) month appointments shall be assigned to work a minimum of sixteen (16) workdays and up to twenty (20) workdays during the summer period after Commencement. Workdays beyond twenty (20) will be by mutual agreement by the Head/Chairs and the College President. Compensation for such summer assignments shall be the 10 month daily rate (see the annual work days/per diem calendar for 10 month Division Chairs and 10 month NRP).
- C. MAXIMUM COURSE LOAD: Department Heads and Division Chairpersons may teach a maximum of six (6) credit hours per semester.
- D. LIMITS ON EVALUATIONS OF UNIT MEMBERS: Division Chairpersons and Department Heads shall not make evaluations of other members of the bargaining unit, except as an elected member of the Promotion, Merit and Tenure Committee. However, such employees may make recommendations to bargaining unit members for their improvement. Such recommendations shall be held confidential between the parties.
- E. DIRECTOR OF THE CHILD CARE CENTER: The position of Director of the Child Care Center shall carry full academic rank and be included in the Faculty Bargaining Unit. The Director will work the 176 day calendar as per the ten-month counselor/librarian work year. Additionally, the Director may be required to work up to ten (10) days during the summer contingent upon the College's need for such work. Compensation for such summer work shall be on a per diem basis using the 176 day base.

COUNSELORS AND LIBRARIANS

- A. WORK YEAR: All counselors and librarians shall be given academic rank. Counselors and librarians hired after January 1, 1981, may be employed on a ten (10) or twelve (12) month basis. Employees hired on or before December 31, 1980 may request to change their schedule to a ten (10) month assignment, consisting of 176 work days. A ten (10) month appointee shall be appointed to an equivalent number of consecutive weeks which equal the number of consecutive weeks or portion thereof in the normal ten (10) month appointment year. Employees on such ten-month appointment shall have a total of five (5) days off at Spring Recess and a maximum of four (4) days off between Christmas Day and New Years Day."
- B. SCHEDULE ADJUSTMENT:
 - 1. Supervisor shall have the right, subject to the exception noted below, to schedule such staff members a maximum of ten times during each semester (spring, fall, summer) on other than day shift, Monday through Friday (i.e. evenings) without additional compensation. If the appropriate Supervisor schedules such staff members more than noted above, or more than thirty-five (35) hours per week, then such staff members shall be paid twenty (\$20.00) dollars per hour for all hours worked over thirty-five (35) hours or for times worked in addition to the number of times set forth above.

2. EXCEPTION: The exception to the above limitations is where faculty members have been or will be hired with the expectations that schedules other than day shift, Monday through Friday, are part of normal schedule.
3. LIMITS ON SCHEDULE CHANGES: Faculty members shall not have their schedules changed for a minimum of three months. If faculty members' schedules are changed, he/she shall have a minimum of 30 calendar days notice, except in cases of emergencies.

C. EVENING ASSIGNMENTS:

1. Management has the right to assign evening work to counselors to any of the Student Affairs unit areas (as defined by Article 13.4 M). Assignments to areas not normally assigned during the day shall not be used as part of the evaluation process.
2. The College will request volunteers first and assign evenings in an inverse order of seniority (college-wide) in a particular area, subject to employer's work requirements.

- D. COORDINATOR OF COUNSELING: Since the role of Coordinator of Counseling and Career Planning is integral to providing quality services to the students of Niagara County Community College, since the responsibilities of the Coordinator of Counseling and Career Planning are beyond the job description of a counselor, and since there currently is not a position that incorporates the role of counselor and Coordinator of Counseling and Career Planning into one position, it is agreed by the College and by the Faculty Association a counselor from Counseling and Career Planning shall be appointed by the Dean of Students to assume the additional responsibilities of Coordinator of Counseling and Career Planning. Further, it is agreed that the Coordinator of Counseling and Career Planning will be compensated with a sum equivalent to a three (3) lecture hour overload stipend for each semester (fall and spring).

- 7.12 **COORDINATOR OF CCI DAY**: The remuneration for a unit member to serve as the Coordinator of CCI Day will be equivalent to a three (3) lecture hour course. In addition, when the College wishes to select a bargaining unit member to work with the Coordinator with the understanding that person will become the Coordinator of CCI Day for the next academic year, that person will be remunerated at the rate which is equivalent to a one (1) lecture hour course.

- 7.13 **COORDINATOR OF FINANCIAL AID**: The remuneration for a unit member to serve as the Coordinator of Financial Aid will be at the contracted rate of a three (3) lecture hour course overload stipend for each semester (Fall & Spring). Should a Financial Aid Coordinator be appointed for the Summer months (June, July, August) the remuneration will be equal to a three (3) lecture hour course overload stipend for the entire summer period.

7.14 **SAFETY AND SECURITY**

- A. No faculty member shall be required to work under unsafe conditions or to engage in activities which endanger his/her health, safety, or well being.
- B. In order to aid in assuring this, as well as for the safety and well-being of students, College personnel and College property, faculty members shall give proper instruction in the use of tools and laboratory equipment and properly supervise their use. Furthermore, all safety regulations established by the College, for the safety and security of persons and property, including those regarding smoking in restricted areas, shall be obeyed and brought to the attention of the violator.
- C. College closing shall be governed by administrative letter issued by Marco J. Silvestri dated November 12, 1980.

7.15 **NON-DISCRIMINATION**

The provisions of this agreement and the salaries, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, nepotism, or marital status.

ARTICLE 8 - ACADEMIC FREEDOM

- 8.1 The concept of academic freedom shall be fostered at Niagara County Community College in accordance with the following statement adopted at the May 12, 1960, meeting of the State University of New York Board of Trustees:

"It is the policy of the University to maintain and encourage full freedom within the law, or inquiry, teaching and research. In the exercise of this freedom the faculty member may, without limitation, discuss his/her own subject in the classroom; he/she may not, however, claim as his/her right the privilege of discussing in his/her classroom controversial matter which has no relation to his/her subject. In his/her role as citizen and faculty member he/she has the same freedoms as other citizens. He/she should be mindful, however, that in his/her extramural utterance he/she has an obligation to indicate that he/she is not an institutional spokesman".

- 8.2 While an alleged violation of this article may be subject to the grievance procedure herein, it shall not be arbitrable.

ARTICLE 9 - RECRUITMENT AND APPOINTMENT OF PERSONNEL

9.1 **TYPES OF APPOINTMENTS**

- A. A continuing appointment (tenure) shall be a full-time appointment to a position of full academic rank or a para-professional position for an indefinite period which, once granted, shall not be affected by changes in such rank and shall continue until terminated in accordance with the terms of this agreement.
- B.
 - 1. A term appointment shall be a full-time appointment to the faculty for a specific, limited period, which except as otherwise provided by this agreement shall automatically expire at the end of that period unless terminated earlier in accordance with the terms of this Agreement.
 - 2. In the event that a temporary appointment continues for a full year, it shall be converted to a term appointment for purposes of tenure accrual.

- C. 1. A temporary appointment shall be an appointment to the faculty for a temporary, unspecified period, which may be terminated at will at any time. Temporary appointments ordinarily shall be given only when the service is to be part-time, or not to continue for more than one year.
- 2. In the case of a replacement appointment to a position which is vacant due to an approved leave of absence, the replacement appointment will be a temporary appointment. This temporary appointment may continue for the duration of the initial leave and any approved extensions thereof. If a replacement employee continues in service after the temporary appointment expires, time served in a temporary appointment will be converted to a term appointment for tenure and seniority.
- D. A grants personnel appointment shall be an appointment to the faculty for the grant period or extension thereof. An employee in such an appointment may be terminated at will at any time. In the event a grant personnel appointment continues after the expiration of the grant as a College operating position, the appointment shall be converted to term appointment for the purposes of tenure accrual.

9.2 RECRUITMENT OF PERSONNEL

- A. Division Chairpersons/Department Heads: Written notification to the Association and through the Administrative Bulletin shall be given to the entire faculty of new or existing openings to be filled for Department Heads of Division Chairpersons, excluding temporary, interim appointments and changes in payroll title, in order that all faculty may have equal opportunity to apply for the positions. This notification shall include qualifications for the position(s) and shall be given prior to public announcement.
- B. Recruitment of Teaching Personnel:
 - 1. The Division Chairperson or Department Head shall receive written notice on teaching positions to be filled. Notice shall also be given in the Administrative Bulletin.
 - 2. The Division Chairperson or Department Head shall:
 - a. Make necessary arrangements for the recruitment of applicants.
 - b. Retain and review the file of applications.
 - c. Arrange for appropriate departmental and discipline participation in the screening process.
 - d. Prepare the necessary recommendations.
 - 3. The appropriate Vice President/Dean, in cooperation with the Division Chairperson or Department Head shall make recommendations to the President pertinent to faculty appointments.
 - 4. The President alone shall make the final determination of persons to be recommended to the Board of Trustees for appointment to the faculty.
 - 5. Temporary positions shall be exempted from the above sections where the position is required to be filled within two (2) months.

- C. Credit Program Coordinators: If a program coordinator is appointed, each appointment shall be by the President of the College. The President's decision to appoint or remove such coordinator is not reviewable. A program shall be defined as a degree or certificate approved by SUNY and registered with the New York State Education Department. A program coordinator may be assigned a maximum of three (3) programs. The compensation shall be equivalent to one three-hour lecture course for service provided for the academic year. The parties agree to add to or delete from the program coordinator list as necessary. Program Coordinators list attached (See Attachment B).
- D. Program Coordinators for non-credit programs shall perform such coordination within their regular 37.5 hour work week reduced by any non-credit teaching contact hours, on the basis of three (3) hours of coordination being equivalent to two (2) hours of teaching contact.

9.3 **PERIODS OF APPOINTMENT**

- A. Full Academic Rank
 - 1. Faculty members holding full academic rank who have not been granted a continuing appointment or temporary appointment shall be granted term appointments for a period not to exceed a total of five (5) years of service. Reappointment at the end of five years of service shall be a continuing appointment. Resignation and dismissal shall constitute an interruption in service.
 - 2. Faculty holding full academic rank under term appointment who are promoted to positions of higher rank shall be given term appointments in the higher rank and shall not lose any rights which they may have in the position from which they were promoted. Reappointment at the end of such term appointment shall be a continuing appointment upon fulfillment of requirements of Section 1 of this article.
- B. Paraprofessionals: Para-professionals who have not been granted continuing appointment or temporary appointment shall be granted term appointments for a period not to exceed a total of seven (7) years of service. Reappointment at the end of seven years of service shall be a continuing appointment.
- C. Temporary Appointments: Members of the faculty, no matter what rank held, who serve for temporary unspecified periods shall be granted temporary appointments.
- D. Term Appointments: Written notice that a term appointment is not to be renewed will be given to the faculty member not later than March 1st.
- E. Notice and Acceptance of Appointments
 - 1. In all cases of reappointments, the College will notify faculty members of the terms and conditions of their renewal not later than April 1st.
 - 2. Faculty members shall notify the College of their acceptance of reappointment not later than May 1st.
- F. Reinstatement with Accrued Rights and Benefits: Faculty members who are rehired by the College before one (1) year has lapsed since their resignation, shall be reinstated with all rights and benefits accrued prior to resignation.
- G. Authority of President to Grant Continuing Appointments: The President may at any time after two years grant continuing appointments prior to five years of service.

- H. Extension of 10 Month Appointment to 12 Month: When the College finds it necessary to extend the appointment of a 10-month employee for a period of time that is equivalent to a 12-month year, the employee will receive compensation equal to the difference between their 10-month salary and the 12-month salary for their position (determined by multiplying their 10-month salary by 1.2). In addition, the 10-month employee will be authorized to receive the same sick and vacation benefits as the 12-month employee. Vacation benefits must be utilized during the 12-month period following the effective date of the extended appointment to include the provision that one may carry over a maximum of ten (10) vacation days. During the extended period, such extension will be in accordance with the per diem calendar for the 12 month employee of the same classification (e.g. NRP, TA) and the provisions regarding work during the summer 4 day work week.

9.4 **PROCEDURE FOR PROMOTIONS AND CONTINUING APPOINTMENTS**

- A. President's recommendation to Board of Trustees: The President of the College shall make recommendations to the Board of Trustees for promotions and continuing appointments.
- B. Faculty Input for Appointments: An elected committee of the faculty may make recommendations to the President of the College to assist the President in making such recommendations to the Board of Trustees. The committee shall provide a copy of its final report to the President of the Faculty Association. The structure of the committee will be determined by the President of the College with input provided by the President of the Union, and shall reflect the College's academic organizational structure.

The name of the committee shall be the Promotion and Early Tenure Committee. The following guidelines apply to candidates for promotion or early tenure:

1. Persons serving on the Promotion/Early Tenure Committee should not be considered for the promotion or tenure lists by the committee.
2. Persons serving on the Promotion/Early Tenure Committee should disqualify themselves from any deliberation and/or actions regarding a relative.
3. The Promotion/Early Tenure Committee should be constituted no later than October 31 of the school year during which their recommendations are due.
4. The Promotion/Early Tenure Committee should decide the appropriate time for their meetings.
5. The Committee will establish a list of twenty-five names of those persons recommended for promotion, consisting of the names of carry-overs from the previous year and new nominees.
6. A person added to the promotion list shall remain on the list until promoted or for a period of three years, whichever comes first. If a person is on the list for three years and is not promoted, that person must submit a new portfolio to the Promotion/Early Tenure Committee for consideration for promotion. Subsequent committees shall fill the vacancies on the list to attain twenty-five promotional opportunities.
7. A person on the promotion list for the second or third year shall update his/her vita and portfolio for the committee through his/her representative.

8. The twenty-five names recommended for promotion and the names of those recommended for early tenure, if any, shall be submitted alphabetically (sorted by rank) with supporting summaries to the Presidents of the College and the Faculty Association. The committee will make no attempt to prioritize its list.
9. Elected representatives will serve as facilitators for the areas from which they were elected. Their responsibilities include communicating to the faculty interested in a recommendation what is needed by the committee. The individual seeking a recommendation for promotion or early tenure will have the primary responsibility in developing a portfolio that demonstrates success in attaining the qualities considered for promotion (see Article 10.2).
10. A portfolio shall consist of:
 - a. a current vita,
 - b. a summary (two page maximum) written by the individual that explains the individual's accomplishments (since being hired or last promotion) in fulfilling the qualities considered for promotion (see Article 10.2),
 - c. a maximum of five letters of recommendation from colleagues that provide evidence of the candidate's meeting the qualities considered for promotion. The five recommendation letters should provide specific evidence of the writer's experience with and knowledge of the candidates' accomplishments in terms of any or all of the qualities considered for promotion (see Article 10.2),
 - d. the portfolio may also include summaries of most recent IDEA form (optional), observations (optional), and/or alternative evaluation tools, along with a brief explanation of any anomalies in scores.
 - e. Portfolio shall be returned to candidates at the end of each year so they can update them for the next year's committee's consideration.
11. Candidates should be ready to substantiate with documentation any claims made if the committee requests it.
12. The final promotion and early tenure recommendation lists submitted to the Presidents of the College and the Faculty Association must have the original signatures of all committee members.
13. These guidelines shall not preclude logistical procedures the committee may choose to adopt. The committee should be encouraged to explore some attempt to objectify an internal rating system for their use. Any additional guidelines or modifications of these guidelines shall be subject to mutual negotiations in the future.

ARTICLE 10 - PROMOTIONS AND EVALUATIONS

10.1 PROMOTION BASED SOLELY ON MERIT

No minimum length of service in an academic rank shall be required for eligibility for promotion. Promotions shall be solely on merit.

10.2 QUALITIES CONSIDERED FOR PROMOTIONS AND EVALUATING STAFF

The qualities to be considered in promoting and evaluating members of the academic staff shall be those which determine their effectiveness in performing their prescribed duties and their general contribution to the aims of the College. Specifically, such evaluation shall include consideration of such of the following factors as related to the particular type of responsibility with which the faculty member is concerned.

- A. Mastery of Subject Matter - as demonstrated by such things as: advanced degrees, previous teaching experience, licenses, honors and awards, and reputation in the subject matter field.
- B. Effectiveness in Professional Duties - as demonstrated by such things as judgment by colleagues, development of teaching materials, course and program development, counseling and/or academic advisement, and evaluation by students.
- C. Scholarship Ability - as demonstrated by such things as: success in developing and carrying out studies and research in the subject matter or related fields, publications and professional reputation.
- D. Effectiveness of College Service - as demonstrated by such things as successful committee work, administrative work, and work with students or community in addition to formal student-faculty relationship.
- E. Continuing Growth - as demonstrated by such things as reading, research, membership in learned and professional societies related to his/her subject matter field, and other activities to keep abreast of current development in his/her field.

10.3 **ANNUAL PROMOTIONAL OPPORTUNITIES**

The annual promotional opportunities available for eligible and meritorious members of the bargaining unit shall include a minimum of five (5) plus those made available through attrition (as is current practice) up to a maximum of twenty (20) promotions per year. Promotions available beyond this number in each shall be "banked" for the following year to insure that twenty (20) promotions will be awarded in every year that at least twenty (20) are available. If less than twenty (20) are available in a year due to a decrease in attrition, all that are available will be awarded.

10.4 **STUDENT EVALUATIONS**

The College shall assist the faculty members in obtaining and processing the student evaluation forms provided that requests are budgeted and the facilities are available.

10.5 **FACULTY MEMBER'S RIGHT TO RESPOND TO WRITTEN EVALUATIONS**

A faculty member may respond in writing to any written evaluation report pertaining to him/her. Furthermore, the response shall be filed as part of his/her personnel file.

10.6 **FACULTY MEMBER'S RIGHT TO REVIEW PERSONNEL FILE MATERIALS**

- A. The faculty member may review his/her own personnel file with the exception of references and recommendations from educational institutions and former employers.
- B. A copy of all materials with the exclusion of those as specified in (A) above which are to be placed in the faculty member's personnel file shall be given to the employee prior to being placed in the personnel file. Materials not so provided as of September 1, 1980, may not be used in any manner against the employee.

10.7 **DEPARTMENT HEADS AND DIVISION CHAIRPERSONS**

The President of the College has the right to assign or remove Department Heads or Division Chairpersons. Removed Department Heads or Division Chairpersons retain all rights under Article 13 regarding return to teaching position. The President's decision on appointment or removal of department heads or division chairpersons is non-grievable by either an employee or the Association.

ARTICLE II - TERMINATION OF SERVICE

11.1 TEMPORARY APPOINTMENTS

The services of faculty members having temporary appointments may be terminated at will by the President of the College. There shall be no right of appeal from such a termination.

11.2 TERM APPOINTMENTS

The services of faculty members having term appointments shall cease automatically at the end of their specified terms. There shall be no rights of appeal from non-renewal of term appointment. Written notice shall be given pursuant to Article 9.3 (D). Term appointments may also be terminated for cause, in which case the procedures in Article 11.5 shall apply.

11.3 CONTINUING APPOINTMENTS

The services of faculty members having continuing appointments may be terminated for cause, for program retrenchment or for financial retrenchment. Cause shall consist of inadequate performance of duties, misconduct, falsifying applications or records, moral turpitude, incompetent or inefficient service, neglect of duty, physical or mental incapacity, conduct unbecoming of a member of the faculty, violation of the terms of this Agreement.

11.4 DISCIPLINE FOR CAUSE

Disciplinary actions for cause which do not include termination shall be in accordance with the following procedure:

When the President of the College has information or has received a complaint against a member of the faculty of the College, containing allegations, which, if true, might serve as grounds for disciplinary action, and he/she deems such information to be substantial, he/she may discuss it with the person concerned and may make such further investigations as he/she deems appropriate. If the President believes that the allegations are true and disciplinary action is appropriate as a penalty, he/she shall serve on the employee, with a copy to the Union President, the allegations, decisions, and penalty.

11.5 DISCHARGE FOR CAUSE

Termination of a continuing appointment for cause shall be in accordance with the following procedures:

- A. When the President of the College has information or received a complaint against a member of the faculty of the College containing allegations which, if true, might serve as grounds for termination for cause, and he/she deems such information or complaint to be substantial, he/she may discuss it with the person concerned and may make such further investigations as he/she deems appropriate. If he/she believes that charges should be brought against such person, he/she shall cause to be served upon the person concerned, a written statement of the charges against him.

- B. Final action shall not be taken on such charges until after expiration of thirty (30) days from the date of service of such notice upon the person charged, during which time he/she may make a written request to the President of the College for a hearing before the Board of Trustees of the College. If he/she makes such a request, he/she shall be given a hearing as hereinafter provided. If the person does not request a hearing, the President of the College may direct that such a hearing be held. When a hearing has been requested or directed, final action on the charges shall not be taken until the hearing has been held and the matter presented to the Board of Trustees as hereinafter provided.
- C. The President of the College or his/her designee, or both and counsel may be present at the Board of Trustees' hearing and participate in the deliberations or discussions of the Board at such hearing. The faculty member charged shall be entitled to be present, to be represented by any person of his/her own choice, to present witnesses in his/her own behalf and to confront and question witnesses against him. Two representatives of the Association may also be present. All testimony at such hearing shall be under oath. A stenographic record shall be taken of each hearing.
- D. If the person charged fails to attend the hearing, the Board of Trustees may, after receiving the recommendations of the President of the college, take such action, if any, as it deems advisable. There shall be no right of appeal from such action of the Board of Trustees.
- E. If the President of the College deems it to be for the best interest of the College, a person upon whom charges have been served may be suspended by the President, with or without salary, pending final action upon such charges. If the person against whom charges have been served is suspended without salary and subsequently is reinstated to his/her position by action of the Board of Trustees and no disciplinary action against him/her is taken by the Board of Trustees, he/she shall be paid the salary which he/she otherwise would have received during the period of suspension.
- F. If the person charged has attended the hearing for termination and is not satisfied with the conduct of the hearing or the final decision by the Board of Trustees, he/she may continue to seek redress of grievance as provided for in stage four of the Grievance Procedures.
- G. Working time lost for the purpose of attending a scheduled hearing in accordance with these procedures shall not be charged against the leave time of the faculty member(s) duly scheduled.

11.6 **RESIGNATION NOTICE**

In cases where it is the intention of faculty members to resign, they must provide 30 days written notice to the President of the College.

ARTICLE 12 - SENIORITY

12.1 **SENIORITY DEFINED**

Seniority shall be defined as the number of years or portions thereof in a work unit. A year of service shall be defined as twelve (12) contact hours on load in a work unit. An employee may not earn more than one year of service in an academic year in any one work unit.

12.2 **SENIORITY ACCRUAL - NON-TEACHING UNIT MEMBERS**

- A. Non-teaching bargaining unit members on or eligible for a continuing appointment shall accrue seniority on the basis of years of service in a work unit. A year of service shall be defined as the accrual of ten months full-time service or the ten-month appointment year in a work unit. Such non-teaching bargaining unit members may not earn more than one year of service in a twelve (12) month period.
- B. Employee shall be credited for one calendar month of service so long as the employee worked a minimum of 50 percent (50%) of the scheduled work days in such calendar month.

12.3 **EFFECT OF SICK LEAVE ON SENIORITY ACCRUAL**

For those full time teaching faculty who, due to illness, complete less than twelve (12) contact hours on load in a work unit during an academic year, the following interpretation of work unit seniority accrual shall apply:

- A. Completion of actual instruction for 3/4 of semester (12 weeks) and/or a paid sick leave for the same time period will be accorded a full year's seniority.
- B. For those faculty who do not meet condition (A) above, seniority will be accorded on the basis of months actually worked and/or months paid sick leave.
- C. Sick leave without pay shall accrue no seniority.

12.4 **SENIORITY LIST**

- A. Creation: A committee of four (4) members shall construct a seniority list within two (2) months of mutual contract ratification - two (2) members appointed by the President of the Association and two (2) members appointed by the President of the College. The committee shall make recommendations to the President of the College and any dispute among the Committee shall be identified on such recommendations. The President of the College shall resolve such disputes, if any, issue and post a seniority list, and forward a copy to the Union President.
- B. Objections to Placement on Seniority List: Each member of the bargaining unit shall have thirty (30) calendar days in which to object to their placement on the seniority list. Individual bargaining unit members may file such dispute together with back-up material with the President of the College. Failure to respond within the thirty (30) days shall constitute an acceptance of such seniority by the bargaining unit member. The President of the College shall have fifteen (15) calendar days in which to respond in writing. Failure of the President of the College and the individual bargaining unit member to agree shall automatically forward such dispute to an arbitrator selected by the PERB procedures. All disputes concerning the seniority list shall be submitted to one (1) arbitrator and the parties shall continue the arbitration process through the resolution of all disputes.

12.5 **EFFECT OF NON-TEACHING ASSIGNMENT ON SENIORITY**

If a bargaining unit member is assigned to non-teaching status which results in the bargaining unit member having less than twelve (12) contact hours, his/her seniority shall be adjusted to include a full year of seniority (12 contact hours).

12.6 **REINSTATEMENT OF SENIORITY UPON RETURN FROM SABBATICAL LEAVE**

A bargaining unit member who is on sabbatical leave shall receive the same seniority accrual as the last year of actual service to the College (semester or year).

12.7 **BREAK IN SERVICE - EFFECT ON SENIORITY**

A break in College service shall generate no seniority for period of break when it is:

- A. An uncompensated leave of absence.
- B. Resignation(s) or non-renewal(s) followed by rehiring without a one year period of time to a bargaining unit covered position.
- C. A period of time spent in performance of a permanent College Administrative position excluded from the unit.

12.8 **LOSS OF SENIORITY DUE TO SEVERANCE**

Resignations or non-renewals not followed by rehiring without a one year period of time to a bargaining unit covered position, will result in a loss of all previously accrued service time.

12.9 **TIE BREAKER WHEN SENIORITY EQUAL**

When seniority is equal, the following criteria will be applied in the following order:

- A. Rank - lowest first
- B. Total length of service in the bargaining unit
- C. Date of first appointment letter

12.10 **SENIORITY OF DIVISION CHAIRPERSONS OR DEPARTMENT HEADS**

Employees who were Division Chairpersons or Department Heads on June 1, 1980, shall have their seniority governed by 12.1 and 12.2, above. Non-bargaining unit service with the College, except as noted above, shall not be considered service for the purpose of establishing seniority. After the seniority list is completed, the list shall be adjusted so that the Division Chairpersons or Department Heads shall not be less senior than current bargaining unit members in the Department Head's or Division Chairperson's primary work area.

ARTICLE 13 - LAYOFF AND PROCEDURE

13.1 A. CONTINUING APPOINTEES

The services of any member of the bargaining unit on a continuing appointment may be terminated in the event of a program retrenchment. Such program retrenchment shall not be used as a substitute for proper disciplinary procedures. Prior to the reduction of the work force, the President of the Association shall be notified of the need to make such reduction(s). After such notification, if a member of the bargaining unit on a continuing appointment is to be retrenched, the President will notify the initially affected employee(s) and the Association not later than 5 weeks after the first day of classes in the semester.

B. EFFECTIVE DATE OF LAYOFF

The effective date of such layoff for purposes of service shall be at the end of the semester that such notice is given. In addition to giving such notice to the employee and retaining such employee to the end of the semester, an employee on continuing appointment will be given an amount equal to one-half annual pay at the compensation rate paid the employee at the time in which the notice was given. Such termination pay shall be paid in the next preceding thirteen (13) or eleven (11) pay periods at the option of the employee. The terms "layoff" and "retrenchment" shall be interpreted the same.

C. ORDER OF LAYOFF

If layoff of unit positions become necessary, the following order of layoff shall apply in any affected work area:

Part-time employees will be laid off prior to temporary and term employees in the initially affected work area. Temporary employees (Article 9.1 (C)) and term employees (Article 9.1(B)) in a work area will not be reappointed prior to laying off continuing appointment employees in the initially affected work area. Employees on a continuing appointment will be identified for layoff in inverse order of seniority within the work area. The exception to the above outlined procedure shall be that paraprofessional staff on a continuing appointment will be laid off prior to any academic staff in the initially affected work area.

D. EMPLOYMENT OF PART-TIME PERSONNEL DURING LAYOFF PERIOD

Any programs that require retrenchment of personnel and where the retrenchment of a full-time faculty member would result in a teaching load of less than 24 contact hours for the academic year, and after the College has made a good faith effort to fully load the affected faculty member, and after all provisions of Article 13.1 (C) had been followed, the College will be permitted to hire part-time personnel and continue the full-time employee on retrenchment. A good faith effort shall be limited to offering other courses within the work unit presently being taught by part-time faculty or on an overload basis for which the faculty member is qualified.

13.2 APPLICATION OF SENIORITY RIGHTS TO LAYOFF

When a bargaining unit member is identified for layoff due to reduction of the work force, he/she shall be permitted to exercise his/her seniority rights in a work area within any work unit within which he/she has seniority. This shall be accomplished by bumping the least senior full-time employee in that work area, if he/she has the minimum qualifications necessary to teach in that work area as reflected in the recruitment announcement applicable at the time of hiring the least senior full-time employee in that work area. If the applicable recruitment announcement is unavailable, the minimum qualifications shall be reflected by the most current recruitment announcement for that work area.

13.3 DETERMINATION OF "MINIMALLY QUALIFIED"

A. Work Unit Committee Function

The question of whether or not an identified bargaining unit member is "minimally qualified to teach courses in the work area", as noted above, shall be determined by a work unit committee.

B. Committee Composition

The work unit committee shall be composed of three (3) members selected as follows: (a) Chairperson or Department Head of the work unit; (b) The most senior full-time faculty member in the work area; (c) the most senior full-time faculty member in the work unit. No more than one (1) member of the committee shall be from the area being bumped. No committee member shall serve if he/she is personally impacted. The second, third, fourth, etc., most senior employee from the work unit shall be appointed to maintain the formulas outlined above. Where a Chairperson or Department Head does not supervise a work unit, i.e. Library/Media Unit and Student Affairs Unit, one additional most senior full-time faculty member will be added as provided above. The Committee may be required to function during any and all recess and summer periods if the time restraints indicated so require.

C. Exception to A and B Above

The Committee function, (A) above, and composition, (B) above, shall apply to all work units with the following exceptions:

1. Career/Community Education (category (N) below).
2. Public Relations (category (O) below).

In work areas (1) and (2) above, appropriate Vice President/Dean or supervising administrator will determine qualifications.

13.4 FACULTY WORK UNITS AND WORK AREAS

For the purpose of this article, work areas shall be defined within specific work units as noted below:

- | | |
|---|--|
| A. <u>Business Unit</u>
Accounting
Business Administration
Secretarial Science | I. <u>Math/Physical Sciences/Technology Unit</u>
Chemistry
Mathematics
Physics
Drafting Technology
Electrical Technology
Mechanical Technology
Service Technology |
| B. <u>Food Service Unit</u> | |
| C. <u>Humanities Unit</u>
Learning Skills
English/Foreign Language
Philosophy | J. <u>Health/Physical Education Unit</u> |
| D. <u>Fine Arts Unit</u>
Art
Theater
Music
Speech
Communications Media Arts | K. <u>Social Sciences Unit</u>
Anthropology
Economics
History
Psychology
Sociology
Criminal Justice
Community Residence Mgt.
Human Services |
| E. <u>Developmental Learning Unit</u>
Basic Skills Math
General Studies
Reading/Learning Skills
Writing | L. <u>Library/Instructional Support Unit</u>
Library Services
Instructional Support Service
Telecommunications |
| F. <u>Bio/Life Sciences Unit</u>
Biology
Electroencephalography (EEG)
Electrocardiography (EKG)
Ornamental Horticulture
Medical Office Assisting | M. <u>Student Affairs Unit</u>
Counseling & Career Planning Ctr/
Admissions/Student Activities
Financial Aid/Veterans Affairs
Student Advisement |
| G. <u>Dental Assisting Unit</u> | N. <u>Lifelong Learning Unit</u>
Corporate Training
Community Education |
| H. <u>Nursing/Surgical Tech Unit</u> | O. <u>Public Relations Unit</u> |
| | P. <u>Data Processing/Computer Science</u> |
| | Q. <u>Academic Affairs Unit</u> |
| | R. <u>Administrative Affairs Unit</u> |

13.5 **LAYOFF/BUMPING PROCEDURE**

The sequence of events and applicable deadlines to effect the described layoff and bumping process are as follows (All notices and responses shall be by certified mail):

- | | | |
|--------|--|---|
| STEP 1 | First Day | Bargaining Unit Member and the Union President shall receive written notice from the President of the College that he/she will be laid off from work area. |
| STEP 2 | Within Seven (7) calendar days of step 1 | Bargaining Unit Member may request, in writing to the President of the College with a copy to the union, the exercise of his/her bumping rights into a work area within any work unit within which he/she has seniority. Failure to respond within this time limit is considered a waiver of all bumping rights. |
| STEP 3 | Within Seven (7) calendar days of step 2 | The President will provide to the requesting bargaining unit member the identification of the least senior full-time employee in the work area(s) to which the bargaining unit member has requesting bumping rights. If no employee within the work area selected is less senior to the requesting bargaining unit member, this information will be provided to the bargaining unit member and the unit. In the event there is a junior employee such identified least senior employee shall be given written notice that their position has been identified and subject to bumping privileges. |
| STEP 4 | Within seven (7) calendar days of step 3 | In cases where a less senior employee has been identified, the bargaining unit member requests bumping into a work area must provide written documentation and credentials, indicating experience, and qualifications to teach courses within the area. This documentary material must be submitted directly to the President of the College. |
| STEP 5 | Within seven (7) calendar days of step 4 | The President of the College will direct materials so submitted to all members of the work unit committee in which bumping is requested and the work unit committee will render its determination to the President of the College in writing on whether the requesting bargaining unit member is minimally qualified to teach courses in the work area described in step 4 above, within seven (7) calendar days of its receipt of the submitted material. |

Failure of the committee to render a determination within the indicated seven (7) days shall permit the President of the College to determine the question of qualifications. The determination of the work unit committee or the President of the College is not reversible nor is it grievable by any bargaining unit member or the Association.

STEP 6 Within seven (7) calendar days of step 5

The President of the College will communicate the committee's determination or the President's determination to the requesting bargaining unit member, the least senior bargaining unit member, and the union President.

- A. If the determination is that the requesting bargaining unit member is qualified to teach in the work area, the least senior full-time employee will be laid off at the end of the academic semester in which such determination was communicated to the least senior full-time employee.
- B. When such least senior employee is on either temporary or term appointment, no further bumping shall be permitted.
- C. Where the process determines that a least senior full-time employee with a continuing appointment is to be laid off, such least senior employee may exercise his/her bumping rights in the same manner established above.
- D. If the determination of the work unit committee is that the requesting bargaining unit member is not qualified to teach courses in the work area, the initial notice issued to the requesting bargaining unit member is effective at the end of the academic semester that such notice was given.

13.6 **BUMPING OF NON-TEACHING BY TEACHING UNIT MEMBERS**

In the case of a non-teaching faculty position, the faculty member requesting bumping privileges must be able to document and provide credentials reflecting experience, and qualifications to perform the services and functions of the identified least senior full-time non-teaching employee in the specific work area.

13.7 **PROCEDURES WHERE SENIORITY EQUAL**

Where seniority is equal, the following criteria will be applied in the following order:

- A. Rank - lowest first
- B. Total length of service in the bargaining unit
- C. Date of first appointment letter

13.8 USE OF NON-CREDIT COURSES TO AVOID LAYOFF

- A. The College may substitute non-credit courses for credit courses to fulfill teaching load requirements to avoid retrenchment. Combinations of credit and non-credit loads may result from this arrangement. A faculty member, who is assigned a mixed load (credit and non-credit), shall have the credit formula Article 7.1 (C) applied to the credit portion of the load and the non-credit Article 7.7 applied to the non-credit portion of the load. Faculty members who use non-credit courses in this manner may be subject to scheduling on a twelve (12) month basis at the discretion of the Vice President/Dean. If faculty members are assigned to a 12 month course, payment would be contract rate plus 20%.
- B. The amount of non-credit responsibility assumed shall be equivalent to the percent of loss between the actual credit hours taught and thirty (30) hours per year; e.g.,: twenty-one credit hours is 70% of thirty (30) hours; therefore, 30% of the maximum of non-credit responsibility of fifty (50) hours is fifteen (15) hours per academic year.

13.9 FINANCIAL RETRENCHMENT

A. Defined

A financial retrenchment shall be defined as a reduction in the budgetary line for total personnel services from the previous years adopted total personnel services line adjusted for approved budget increases by the Niagara County Legislature. (see example below). Under such defined financial retrenchment the College will remain dedicated to the principle of maintaining excellence in programs and services offered within the established financial constraints.

Example - Financial Retrenchment Warranted

80 - 81 Budget (line)	\$ 7,000,000.00
Approved Budget Increases (Salary, New Positions, etc.)	1,500,000.00
Adjusted 80-81 Budget (line)	5,500,000.00
79 - 80 Budget (line)	6,000,000.00
Adjusted 80-81 Budget (line)	<u>5,500,000.00</u>
Required Financial Retrenchment	\$ 500,000.00

1980-81 budget line as adjusted is less than 1979-80 budget line; therefore, financial retrenchment may take place.

B. Effect

1. The services of any member of the bargaining unit on or eligible for a continuing appointment may be terminated in the event of a financial retrenchment.
2. If a financial retrenchment results in the elimination of a bargaining unit position on or eligible for a continuing appointment, the last such bargaining unit member(s) hired shall be retrenched. For purposes of this provision, total months worked shall count toward seniority accrual, so long as the employee worked a minimum of 50% of the scheduled work days in any such calendar month. (Scheduled work days refer to the annually agreed upon work year/per diem calendar). (See Article 12.2 and 12.3).

3. The President of the College shall give immediate written notice to any affected bargaining unit member and the President of the Faculty Association that he/she shall be laid off. Such notice shall be given no later than midnight, August 20th. The date of such notice shall determine the effective date of layoff. Such notification supersedes any and all previous appointment status prior to receipt of the notification.
4. A bargaining unit member on continuing appointment so retrenched shall receive a lump sum payment of equal to one-half of annual salary minus unemployment benefits for twenty-six weeks.

C. Recall

The recall provisions specified in Article 14 shall apply to bargaining unit members terminated as a result of financial retrenchment. The College shall not replace any bargaining unit members terminated under financial retrenchment except where vacancies are not filled through the recall method specified.

D. Grievances Resulting from Financial Retrenchment

Grievances under financial retrenchment are limited to the following:

1. Whether financial retrenchment occurred as defined.
2. Order of retrenchment.
3. Notice.

E. Seniority Accrual - Ten (10) Month Appointees

In determining seniority accrual for the financial retrenchment list, it is agreed that for faculty on ten-month appointments, ten months is the equivalent to a year as follows:

1. Fall semester - August, September, October, November, December (5 months)
2. Spring semester - January, February, March, April and May (5 months)
3. June & July will be spread across the ten months by having each month (August - May) count 1.2 months for purposes of seniority.

ARTICLE 14 - RECALL FROM LAYOFF STATUS

14.1 GENERALLY

A faculty member appointed to a continuing appointment who is laid off from a work area shall be placed on a recall list. An employee who bumps into another work unit shall accrue seniority in that work unit. Seniority once accrued shall not be lost. If the faculty member was laid off and his/her services within the bargaining unit were terminated, the affected faculty member's seniority shall be frozen at the date of such termination. When an employee is recalled, he/she shall receive all previously earned and unused benefits at the date of layoff (sick days, vacation, personal leave).

14.2 **PROCEDURE FOR RECALL**

- A. Notice of vacancies within any work unit shall be sent to the faculty member's last known address by registered mail and all responses by a faculty member to such notices of vacancies must be submitted to the President of the college by registered mail.
- B. The faculty member's name shall be kept on a recall list for a period of two (2) years; if not recalled during that period, his/her name shall be removed from the recall list.
- C. Faculty members who are recalled to vacancies within their former work unit(s) and do not acknowledge willingness to accept such positions subject to meeting minimum qualifications shall be removed from the recall list.
- D. Faculty members who are recalled to vacancies outside their former work unit(s) and who do not acknowledge willingness to accept such positions shall remain on the recall list.
- E. Where there is more than one (1) qualified faculty member on a recall list, faculty members shall be offered the vacancy on a seniority basis.
- F. Faculty members who wish to be considered for a vacancy must file their credentials and qualifications relative to minimum qualification as listed in the recruitment announcement to the President of the College within ten (10) calendar days of the date of receipt of the notice of vacancy. Failure to respond shall be considered a rejection.
- G. Unit members on the recall list shall be given notice and preference in filling bargaining unit positions before any new employee is hired. (The rule of minimum qualifications as listed in the recruitment announcement shall apply to all recalls). (See Article 13.2 and 13.3 for definition of "minimally qualified").

ARTICLE 15 - COLLEGE FACILITIES

- 15.1 The negotiating unit pledges full cooperation with the College Administration in utilizing present facilities to the maximum degree possible in conducting a quality education program. The following terms shall serve as guidelines in this effort:
 - A. A division shall be informed, in advanced, at the earliest possible date, of any potential changes or moves required from their present facilities.
 - B. Division representatives shall examine the proposed location , in cooperation with the President of the College or his/her representative, and provide their recommendation for the best utilization of the space available.
 - C. The faculty shall make recommendations to the College regarding any serious inadequacy in heating, lighting, ventilation, maintenance, and repairs.
 - D. The faculty shall be consulted on the planned use of new facilities and shall be given the opportunity to advise the President of the College with respect to said matters.
 - E. The College will provide parking space in proximity to instructional facilities for faculty use at no charge.

ARTICLE 16 - LEAVES OF ABSENCE

16.1 VACATION BENEFITS

- A. Full-time members of the faculty who serve on a twelve-month appointment year shall be granted annual vacations with full salary for twenty-five (25) working days during each year of their service within the College. Persons who, during any year, have served less than one year, shall be granted annual vacation leaves with full salary for period computed on a prorated basis at the rate of 2.08 days per completed months of service.
- B. Vacation leave shall be requested by the faculty member, but final scheduling must be approved by the President or his/her designee. Faculty members may carry over a maximum of ten (10) days from one year to the next. Such carry-over of the any unused vacation days, up to the maximum, will be done automatically by the College Human Resources Office by September 30, each academic year.

The College President may require any faculty member to use up all accrued vacation leave in his/her final year of service to the College.

- C. Additionally, in order to facilitate the College's need to shut down during the winter and spring recesses and in an attempt to bring parity between ten (10) and twelve (12) month negotiating unit positions:
 - 1. Twelve-month faculty will be granted a maximum of four recess days off with pay between Christmas Day and New Years Day (winter recess) and five recess days off with pay during spring recess (the week following Easter Sunday).
 - 2. Twelve-month faculty, excluding Technical Assistants, in order to facilitate the College's need for a four day work week during the summer (which shall commence not earlier than the first Monday after Commencement and end no later than the Friday preceding Labor Day) will be expected to complete the normal five-day assignments in four days. Vacation days will be treated on a one-for-one basis.

Twelve Month Technical Assistants may choose one of the following options during summer months:

- 1. Work their normal thirty-five (35) hour week in four days (Monday through Thursday)
- 2. Work four (4) seven (7)-hour days and receive compensation for twenty-eight (28) hours.
- 3. Do (b) above and use vacation days for Friday and receive normal thirty-five (35) hour pay.
- 4. Accrue compensatory time during academic year to be used in lieu of seven (7)-hour Friday schedule.

Vacation days will be treated on a one for one basis.

- A. Five Day Summer Schedule Alternative: If the decision is made to keep the college open Monday through Friday during the summer, 12-month faculty excluding technical assistants will be expected to complete the normal five-day assignments in four days (Monday through Thursday or Tuesday through Friday). One month prior to Commencement, they will meet with their immediate supervisor to create a summer office schedule providing for coverage Monday through Friday. Changes in individual faculty schedule (from Monday through Thursday to Tuesday through Friday and vice versa) may be made by immediate supervisors when possible to accommodate vacation days. Changes to accommodate other unforeseen circumstances may occur only as a result of mutual agreement between the twelve-month faculty and their immediate supervisor. Vacation days will be treated on a one-for-one basis.

One month prior to Commencement, twelve-month Technical Assistants shall meet with their immediate supervisor to create a summer office schedule providing for coverage Monday through Friday. Technical Assistants must choose one of the options below (a-d). Changes in individual Technical Assistant schedules (from Monday through Thursday to Tuesday through Friday and Vice versa) may be made by supervisors when possible to accommodate vacation days. Changes to accommodate other unforeseen circumstances may occur only as a result of mutual agreement between Technical Assistants and their immediate supervisor.

1. Work their normal thirty-five (35) hour week in four days (Monday through Thursday or Tuesday through Friday).
2. Work four (4) seven (7)-hour days and receive compensation for twenty-eight (28) hours (Monday through Thursday or Tuesday through Friday).
3. Do (b) above and use vacation days for Monday or Friday and receive normal thirty-five (35) hour pay
4. Accrue compensatory time during the academic year to be used in lieu of the seven (7)-hour Monday or Friday schedule.

Vacation Days will be treated on a one-for-one basis.

16.2 **ACADEMIC HOLIDAYS**

- A. Academic holidays regularly scheduled during the academic year, in accordance with program requirements, shall not be considered vacation leave, and vacation leave shall not be reduced by such academic holidays:

Labor Day, Columbus Day, Veterans Day, Thanksgiving (Thursday and Friday), Christmas, New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Good Friday, Memorial Day, and Independence Day.

In addition, the President of the College shall, on or before October 1, designate either Christmas Eve or New Year's Eve as a holiday if such occurs on a normal work day. Full-time members of the faculty on ten-month appointment shall be excused from assignment during scheduled Winter and Spring Recess periods, except for Technical Assistants who may be assigned as provided in Article 7.9 (C).

- B. Holidays, as noted in (A) above, that occur on weekends shall be celebrated on the preceding Friday or the subsequent Monday as designated by the President of the College. In addition, if Veteran's Day occurs on Monday, the President of the College shall have the option of celebrating such holiday on the preceding Friday.

16.3 **SICK LEAVE**

A. Full-time faculty members who are unable to perform their assigned duties due to illness shall be granted sick leave at full salary up to the maximum sick leave days then accrued. Sick leave shall accrue at the rate of 1.2 days per month worked (maximum of fourteen days per year) and shall be accumulative up to 229 working days maximum. Sick leave may be granted in half-day increments at the discretion of the College. The use of such sick leave is inclusive of all overload and summer school assignments.

B. **Extended Sick Leave**

Full-time faculty members with five (5) or more years service with the College whose total disability is certified by his/her physician, after exhaustion of all vacation and sick leave entitlement, current and accumulated and a suspension period of five (5) work days, shall, during the continuance of such disability, be entitled to an extended sick leave of up to three (3) months at half (1/2) salary.

C. **Sick Leave Buy-Out**

Effective September 1, 2004, upon retirement, faculty shall receive their per diem rate of pay for 25% of their accrued sick leave or the early retirement incentive, whichever is greater.

16.4 **PERSONAL LEAVE**

Each employee shall receive three (3) personal leave days which shall be discretionary with the employee subject to the following conditions:

- A. The employee must give sufficient notice to the Division Chairperson or Department Head.
- B. Any of the three (3) personal leave days not used in the academic year may be applied to the sick leave accumulation as outlined in Section 16.3 (A) above.
- C. The leave days may not be used in conjunction with vacation.
- D. An employee is not eligible for personal leave days until after the completion of ninety (90) days employment.
- E. Personal leave may be granted in one-half day increments at the discretion of the President.

16.5 **LEAVES WITHOUT SALARY**

- A. **Child-Rearing Leave** - Upon two (2) months notice to the President of the College prior to the anticipated arrival of the child, a faculty member shall be granted an unpaid child-rearing leave to a maximum of ten (10) months following the arrival of the child. Additional leave may be granted by approval of the Board of Trustees.
- B. **Professional Development Leave** - Faculty members wishing to advance their professional development by advanced study, research, writing and/or appropriate occupational experience may be granted a leave up to one year. Under special circumstances the President may extend such a leave to a maximum of two years. Faculty members on leave shall notify the President prior to May 1 regarding their intentions to return the following Fall semester.

- C. Benefits During Leave Period - Insurance benefits shall continue during the leave without pay. However, vacation and sick leave credits shall not accrue nor be used during the leave.
- D. General Unpaid Leave of Absence - Faculty members with ten (10) or more years of service may apply for an unpaid leave of absence. Such absence may not be for a period to exceed three (3) years. The granting or denying of such leave shall be at the sole discretion of the President of the College, which shall not be unreasonably denied. During such leave of absence, the employee will not accrue benefits and will not be paid any fringe benefits.

16.6 BEREAVEMENT LEAVE

Leave of absence with pay shall be granted to any employee who is necessarily absent from duty because of the death of an immediate member of the family. The immediate family of an employee shall include brother, sister, spouse, child, step-child, grandchild, father mother, grandparent, parent in-law, or persons living in the same household as members of immediate family. Duration time shall not exceed four (4) consecutive days from date of occurrence.

16.7 LEAVES REQUIRED BY LAW

The President shall grant any leave of absence with pay required by law, including jury duty; the employee will be compensated by the College for the difference between the sum paid for jury duty and his/her normal daily rate of pay from the College.

16.8 MILITARY LEAVE

In accordance with Section 242 of the Military Law, all employees shall be granted time off while engaged in the performance of ordered military duty and while going to and returning from such duty. This period shall not exceed thirty (30) calendar days in any continuous period. The employee will be compensated by the College for the difference between the sum paid for military duty and his/her normal daily rate of pay from the College. This military leave policy will apply to ten (10) month employees during their ten-month employment period and to twelve (12) month employees during their twelve-month employment.

16.9 SABBATICAL LEAVE

- A. Policy - Sabbatical leaves for professional development may be available to members of the academic staff who meet the requirements set forth in this section. The objective is to increase each person's value to the College and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals.
- B. Purpose - Sabbatical leaves shall be granted for study, formal education, research, writing, or other experience of professional value.
- C. Eligibility - Members of the academic staff having continuing appointments, who have completed at least six (6) consecutive years of service or who, if they previously have had a sabbatical leave, have completed at least six (6) consecutive years of service from the date of return from their last sabbatical leave, shall be eligible for sabbatical leave. In computing consecutive years of service for the purpose of this section, periods of vacation leave and periods of sick leave with salary shall be included; periods of leaves of absence other than vacation leave and sick leave with salary, and periods of part-time service shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

- D. Terms and Conditions - Sabbatical leaves may be granted for periods of one year at rates not to exceed one-half salary or for periods of one-half year at rates not to exceed full salary. Members of the academic staff on sabbatical leave may, with the prior approval of the President, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purposes of their leaves. The sabbatical salary shall be the faculty member's annual salary prior to the term of his/her sabbatical. All fringe benefits such as retirement, insurance, and the like shall continue in effect during leave at the rate of pay received during the sabbatical period. The period of sabbatical shall be credited as service for retirement. Vacation and sick leave credits shall not accrue nor be used during the leave. If the faculty member fails to return to Niagara County Community College and complete one year of full service, he/she must repay the full amount of money received while on sabbatical leave.
- E. Applications - Applications for sabbatical leaves shall be submitted to the President as far in advance as possible of the requested effective date of the leave, but in no event later than March 1 prior to the academic year in which the leave is requested unless such requirement is waived by the President. Each application shall include a statement outlining the program to be followed while on leave stating that the applicant intends to continue as a member of the academic staff upon his/her return and stating that upon his/her return the applicant will submit to the President a report of his/her accomplishments while on sabbatical leave.
- F. The College will include in its proposed budget request to the Legislature sufficient funds for a minimum of three (3) sabbatical leaves in each year of the Agreement.
- G. Approval - The President may recommend to the Board of Trustees, for their consideration and action, such sabbatical leaves as he/she deems appropriate and which fall within approved budget allocations.

16.10 **NOTIFICATION OF ABSENCE**

Faculty members shall notify their immediate superior as early as possible on days of absence, prior to his/her first class on said day. Unauthorized absences and absences not in accord with sick leave, personal leave and faculty absence policies as described in the Faculty Handbook (Sec. 3-9), shall be considered leaves without pay.

ARTICLE 17 - FRINGE BENEFITS

17.1 RETIREMENT/WORKER'S COMPENSATION

The following faculty benefits shall continue in full force and effect during the term of this agreement:

- A. Retirement plans: TRS, ERS, TIAA-CREF
- B. Worker's Compensation

17.2 HEALTH INSURANCE

A. Coverage:

The College will provide health insurance coverage through Blue Cross/Blue Shield of Western New York under the Medical/Surgical 60/61 and Hospital 42/43 Plan with Unlimited Lifetime Major Medical with \$100.00 deductible for one (1) person; \$200.00 deductible maximum for 2 persons. In addition, the following Riders will be provided:

- 1. Rider 8 (dependent coverage to age 23)
- 2. Rider 21 (psychiatric care)
- 3. Rider 45 (cosmetic surgery)
- 4. Rider 48 (out-of-area benefits)
- 5. RX Riders P & 8 (\$7 + mail order)

B. Alternative Insurance Carrier

The parties are at liberty to select an alternate health insurance carrier to provide comparable coverage to the health plan noted above. Use of a new carrier requires mutual agreement.

C. Overlapping Coverage

In any situation when the spouse of a unit member is either covered or eligible for coverage under the College's plan, then they shall be eligible for only one (1) family plan or two (2) individual plans, and eligible to cash in the one (1) family or one (1) or both of the individual plans pursuant to the waiver section.

However, the following couples will be allowed to either have two family policies or receive the value of such per the faculty contract:

Bolsters, Gail and Larry
Mooneys, Joan and John
LoCascios, Cathy and Nick
Schultzes, Janet and Randy
Tomsens, Linda and Timothy
Nicolettes, Jacqueline and Daniel

D. Cost Sharing Agreement (Family Plan only)

Faculty who choose Blue Cross/Blue Shield Family Plan (Medical/Surgical 60/61 and Hospital 42/43) with Unlimited Lifetime Major Medical and Riders (8,21,45,48,Rx Riders P & 8) will pay five percent (5%) of the annual increased cost to the College above the previous academic years costs. The percentage the faculty pay of the annual increased premium costs to the College above the previous academic years cost (for the Blue Cross/Blue Shield Family Plan) will change from 5% to 10% effective September 1, 2003, to 15% effective September 1, 2004, and to 20% effective September 1, 2005.

For example: if 1992-93 (September to August) costs for BC/BS Family Policy was \$5000 and 1993-94 (September to August) cost increases to \$6000 the faculty member would pay five percent (5%) of \$1000 or \$50. If in the following year, the policy cost increased from \$6000 to \$7200 or \$1200, the cost to a faculty member would be five percent (5%) of \$1200 or \$60 for the 1994-1995 year, and so on. The employee contribution will be deducted from the last pay period in June.

Each subscriber to the Blue Cross/Blue Shield family plan will participate in the Premium Only account of the Section 125 Flexible Spending Account program unless the subscriber signs a statement specifically stating they wish not to participate in the Section 125 FSA program.

E. HMO Selection

The College shall make available to any unit member who qualifies for health insurance coverage under this agreement New York State Approved HMO's (Health Care Plan, Community Blue Independent Health and Choice Blue). The College's contribution rate shall not exceed the rate provided for the basic health insurance plan noted in Sections (A) through (D) above .

F. Waiver Benefit

1. On or about May 1st of each year, the College agrees to provide faculty members the following amounts in exchange for a waiver of health insurance benefits for the year:

Waiver of Single Coverage	\$300.00 per year
Waiver of Family Coverage	\$750.00 per year

2. Written notification to the College must be submitted on or before September 1st, on a form annexed to this agreement as Appendix A. Once such written waiver notice is submitted, it shall continue in effect unless and until rescinded, in writing, by the faculty member.
3. The College and the Association will agree on whether the waiver amount will be paid in cash, or, used to provide other nontaxable benefits up to the waiver amount. It is understood that the option shall be either and not both of the above options for the entire unit.
4. It is understood and agreed that any faculty member who waives health insurance coverage for any one year may elect coverage for any subsequent year. Such election must be made during the College's open enrollment period.
5. Notwithstanding the waiver of health insurance coverage by a unit member for any year, the unit member will be permitted reentry into the College's health plan where unforeseen events occur which have not resulted from the unit member's fault or negligence. Reentry shall be subject to any insurance carrier restrictions which may apply.

G. Health Insurance upon Retirement

Niagara County agrees to provide health insurance to retired employees pursuant to County resolution. Accordingly, the County's obligation for premium payments shall be determined pursuant to the following schedule:

<u>SERVICE AT NCCC</u>	<u>COUNTY SHALL PAY</u>
Less than ten (10) years	0%
Ten (10) years but less than fifteen (15) years	50%
Fifteen (15) years but less than twenty (20) years	75%
Twenty (20) years and over	100%

(Reference: County Resolution dated April, 1966, pages 205-206)

H. Retiree Waiver of Benefit

All future retirees shall have the option to waive their health care benefits each year of their retirement for 50% of the cost of their insurance to the College. Notwithstanding the waiver of health insurance coverage by a retiree for any year, the retiree will be permitted reentry into the College's health plan where unforeseen events occur which have not resulted from the retiree's fault or negligence. Reentry shall be subject to any insurance carrier restrictions which might apply.

17.3 PROFESSIONAL MEMBERSHIPS

Professional Memberships - The College shall provide thirty-five (\$35.00) for each faculty member, with any part or whole to be applicable toward membership dues in related academic and professional organization, excluding the Faculty Association of the Niagara County Community College.

17.4 CREDIT COURSES AT NCCC

Faculty members of the bargaining unit shall be allowed to enroll for credit in courses without charge to a maximum of three (3) credit hours per semester (maximum 6 credit hours per year) on a seats-available basis. Seat availability to be determined after the conclusion of registration (including late registration) and prior to the commencement of classes.

17.5 TAX SHELTERED ANNUITY PLANS

Bargaining unit members shall be permitted to elect any one of the SUNY-approved voluntary tax-sheltered annuity plans on a payroll-reduction basis.

17.6 **SECTION 125 FLEXIBLE SPENDING ACCOUNT**

The College and the Faculty Association will participate in an Internal Revenue Service (IRS) Section 125 Flexible Spending Account (FSA) plan. Participants will notify the College on a form to be provided no later than a date to be mutually agreed upon by the College and the Association.

The maximum annual employee contribution for the medical care spending account shall be \$3000.

The College will be able to recoup any and all costs beyond the \$3.00 per month, per bargaining unit participant, administrative fee paid to the FSA Plan Third Party Administrator from any surplus funds at the end of each Plan year.

Surplus monies remaining after the College has recouped any and all costs beyond the \$3.00 per month administration fee in aggregate less than \$500.00 will be contributed to the Faculty Association Scholarship Fund. In the event that the excess funds are \$500.00 or more the Faculty Association and Niagara County Community College will meet to determine the amount of monies that will be contributed to the Faculty Association Scholarship Fund.

ARTICLE 18 - SALARY AND SALARY RELATED ITEMS

18.1 SALARY RANGES

Salary ranges listing minimum and maximum amounts for each unit category are listed below. The minimums listed shall be deemed the minimum entry level salary for ten (10) month full time faculty members in the bargaining unit.

10 MONTH SALARY RANGES

<u>RANK</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>
INSTRUCTOR	37,905 - 55,374	39,042 - 57,035	40,213 - 58,746	41,822 - 61,096
ASSISTANT PROFESSOR	43,113 - 63,001	44,406 - 64,891	45,738 - 66,838	47,568 - 69,512
ASSOCIATE PROFESSOR	48,207 - 70,307	49,653 - 72,416	51,143 - 74,588	53,189 - 77,572
PROFESSOR	53,621 - 79,337	55,230 - 81,717	56,887 - 84,169	59,162 - 87,536
PARA PROFESSIONAL	28,961 - 42,462	29,830 - 43,736	30,725 - 45,048	31,954 - 46,850
NON-CREDIT PROF.	37,905 - 55,374	39,042 - 57,035	40,213 - 58,746	41,822 - 61,096
NON-RANKED PROF (12)	42,613 - 73,534	43,891 - 75,740	45,208 - 78,012	47,016 - 81,132

18.2 GENERAL WAGE INCREASES

Base salaries of unit members shall be increased pursuant to the following schedule:

- | | |
|--------------------------------|----|
| A. Effective September 1, 2002 | 2% |
| B. Effective September 1, 2003 | 3% |
| C. Effective September 1, 2004 | 3% |
| D. Effective September 1, 2005 | 4% |

18.3 UNIT MEMBERS AT THE MAXIMUM OF HIS/HER SALARY RANGE

Unit members who, during the term of this agreement, reach the maximum salary of his/her salary range shall, in addition to the maximum salary, receive \$250.00.

18.4 INCREMENT

- A. Increments of \$1300.00 shall be granted to unit employees provided any new employee does not exceed the maximum of his/her salary range as noted in section 18.3 above.
- B. Eligibility for an increment is limited to employees who were employed as full time unit members for at least two-thirds (2/3) of the previous year, i.e., eight (8) months for non-teaching faculty and staff and one (1) semester plus five (5) weeks for teaching faculty.

18.5 **PROMOTIONS**

Faculty members promoted as of September 1, 1988 shall receive one of the following, whichever is greater, and in addition, shall receive an increment as noted in Section 18.4 above.

- A. Beginning of the new salary range plus all merit, longevity, and increments received in previous range plus any hiring differential.
- B. Current salary plus an amount to guarantee a \$1,000.00 raise.

18.6 **12 MONTH EMPLOYEES**

A twelve (12) month schedule shall consist of a maximum of 231 work days, and includes:

Twelve month faculty including:

Non-Ranked Professionals
Technical Assistants
Division Chairpersons
Counselors
Librarians

Employees serving on a 12-month basis in any of the aforementioned categories shall receive twenty percent (20%) over and above ten (10) month dollar values listed above.

18.7 **OVERLOAD COMPENSATION**

Overload compensation, for each year of this agreement, shall be paid as follows:

<u>CONTRACT YEAR</u>	<u>LECTURE HOUR</u>	<u>LAB HOUR</u>
1/1/03 - 8/31/03	\$625.00	\$550.00
9/1/03 - 8/31/04	\$625.00	\$550.00
9/1/04 - 8/31/05	\$650.00	\$575.00
9/1/05 - 8/31/06	\$675.00	\$600.00

18.8 **REIMBURSEMENT OF TRAVEL EXPENSES**

When it is necessary for a faculty member to use his/her own vehicle to attend an approved College-related function not on the main campus or to commute between the main campus and its satellites to teach on-load and/or over-load assignments, they shall be compensated at the highest prevailing County Rate. College automobiles must be requested prior to utilization of personal vehicle. Tolls will be reimbursed provided they are supported by appropriate receipts. Requests for reimbursement shall follow approved College procedures.

18.9 SALARY PAYMENT OPTIONS

- A. Those faculty on ten-month appointments shall choose one of the following options, beginning with the first pay date within the academic year:
 - 1. 1/26 or 1/27 of annual salary on each of the 26 or 27 Niagara County Community College pay days within the calendar year, OR
 - 2. 1/22 of annual salary on each of 22 Niagara County Community College pay dates.
- B. If a faculty member on ten-month appointment chooses either option (A) (1) or option (A) (2) above, he/she shall make such option known in a written statement to the business office. Printed forms informing the faculty of this option shall be sent out by the business office with letter of appointment or reappointment.

18.10 FULL TIME/PER DIEM COMPENSATION

- A. Full time faculty on appointments of at least 2/3 of a semester or longer in duration, shall be compensated for all remaining contractual work days that would normally fall within the applicable appointment period (i.e. semester of year, 10 or 12 months) as noted in Articles 6.1 - 6.3 and 18.6.
- B. Full time faculty on appointments of less than 2/3 of a semester in duration may be compensated on a per diem basis.

18.11 TEN MONTH NON-RANKED PROFESSIONAL

- A. Non-ranked professional staff may be either 10-month appointment or a 12-month appointment. Ten-month non-ranked professionals will follow the ten-month division chair work day/per diem calendar.
- B. It is also agreed that when computing the salary for a ten-month non-ranked professional, the amounts in section 18.1, NON-RANKED PROFESSIONAL STAFF, will be divided by 1.2.

ARTICLE 19 - GRIEVANCE PROCEDURES

19.1 STATEMENT OF PURPOSE

Whereas, the establishment and maintenance of a harmonious and cooperative relationship between the College and the faculty is essential to the operation of the College, it is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to alleged grievances of faculty through procedures under which they may present grievances free from coercion, interference, restraint, discrimination or reprisal, and by which the College and the faculty are afforded adequate opportunity to dispose of their differences without the necessity of time-consuming and costly proceedings before administrative agencies or in the courts.

19.2 DEFINITIONS

Grievance: A complaint by any faculty member or group of faculty members in the negotiating unit regarding an alleged violation, misinterpretation, or misapplication of the terms of this agreement. The sole exceptions to the above definition are academic freedom grievances as specified in Article 8, and grievances arising under the Termination of Services clause which shall be restricted to notification and procedural requirements.

Grievant: The person or group of persons in the negotiating unit submitting the grievance.

Grievance Committee: A duly constituted committee of the Association composed of not more than (3) members.

Hearing Officer: The individual charged with the duty of rendering a decision at a particular stage of this grievance procedure, and shall be appointed by the President or his/her designee.

Representative of His/Her Choice: An individual faculty member, Association Officer, or the Grievance Committee whom the grievant shall choose and who agrees to represent him/her at stages one, two, and three of the Grievance Procedures.

19.3 SPECIFIC CONDITIONS

- A. All members of the negotiating unit shall have the right to present grievances in accordance with this article, provided, however, that the first presentation of the grievance, must occur within twenty (20) working days after the grievant could reasonably have first knowledge of the alleged grievance, and provided that the grievance is presented in writing containing a brief statement of the nature of the grievance and the specific provision(s) of the agreement alleged to have been violated.
- B. Every grievant shall have the right to be represented at stages one, two, and three by a representative of his/her choice, whether or not the Association is chosen as the representative of the grievant, all communications regarding the grievance shall be sent to the Chairperson of the Grievance Committee as well as the grievant.
- C. Failure of a Hearing Officer at any stage to communicate his/her decisions within the designated time limits shall permit the grievant to proceed to the next stage of the grievance procedures.
- D. The failure of the grievant to appeal a decision to the next higher stage within the designated time limit shall constitute a withdrawal and shall bar further action by the grievant.

- E. The grievant may withdraw the grievance by written notice at any time, but the Association may convert such grievance into a policy grievance if the grievance applies to more than one (1) employee.
- F. If the Association on behalf of its collective membership is the grievant, the grievance procedures will be initiated at the second stage in writing containing a brief statement of the nature of the grievance and the specific provision(s) of the agreement alleged to have been violated.
- G. Time spent in any capacity in the presentation of a grievance shall not be charged against leave time. There shall be no harassment of, or retaliation against any person associated with the presentation of a grievance.
- H. Hearings and conferences held under these procedures shall be conducted at a time and place which will afford a fair and reasonable opportunity for all parties to attend. Said hearings shall be scheduled so as to avoid interference with teaching schedules.

19.4 **PROCEDURAL STEPS**

All grievances arising out of an alleged violation, misinterpretation or misapplication of the terms of this agreement shall be presented and adjusted in the following manner:

- A. Stage One - A member of the negotiating unit having grievance shall file such grievance in writing to the appropriate Vice President/Dean either directly or through an Association representative, with the objective of resolving the matter informally.
- B. Stage Two - If the grievance is not resolved informally, it shall be reduced to writing and presented to the designated hearing officer containing a brief statement of the nature of the grievance and the specific provision(s) of this agreement alleged to have been violated. This presentation shall afford an opportunity for full discussion of the grievance between the grievant and the hearing officer. Within ten (10) working days after the written grievance is presented to him/her, the Hearing Officer shall render a decision thereon in writing and present it to the grievant. The President shall appoint a Hearing Officer prior to the beginning of each academic year and shall notify the Association President of said appointment.
- C. Stage Three - The grievant may appeal the decision rendered at stage two within ten (10) working days after receipt of the decisions by submitting a written appeal to the President of the College. Such written appeal shall set forth specifically the nature of the grievance, the facts relating thereto, and grievant's reasons for rejection of the decision rendered in the second stage. Within five (5) working days after receipt of the appeal, the President, or his/her duly authorized representative, shall hold a hearing with the grievant. The President shall render a decision in writing within five (5) working days after conclusion of the hearing.
- D. Stage Four - In the event that there has been no resolution of a grievance regarding the terms of this Agreement, and in the event the Association determines that the grievance is meritorious and votes to represent the grievant, the unresolved issues shall be submitted to an Arbitrator within fifteen (15) working days for Binding Arbitration, with the provision that the Arbitrator shall consider only the disputed issues submitted to him/her by joint statement executed by both parties, and that the Arbitrator shall have no power to add to, subtract from, modify or amend any of the provisions of this Agreement, or issue any award limiting or interfering with the operation of any applicable provision of law, or inconsistent with, or contrary to, any such provision of law.

- E. Stage Five - The Arbitrator shall be selected by the Association and the College from a list of Arbitrators provided by the New York State Mediation Service or PERB.

The Arbitrator's decision shall be in writing and shall set forth his/her finding of fact and conclusions, and order which shall be final and binding on all parties.

The cost of the services of the Arbitrator including expenses, shall be borne equally by the College and the Association.

ARTICLE 20 - EARLY RETIREMENT INCENTIVE

- 20.1 A payment based upon the faculty member's on-load current salary minus the entry level salary for Instructor for ranked professional, or entry level for para-professional or non-ranked professional staff (10 or 12 months depending upon current term of contract), pursuant to Section 20.4 below.

Example: If a ranked professional's on-load salary is \$27,785, and the entry level instructor's salary is \$16,558, the employee will receive a one-lump sum payment of \$11,227 (\$27,785 - \$16,558) in the first year of retirement pursuant to the schedule in Section 20.4 below.

- 20.2 Notification by March 1st in the year prior to termination, unless later notification is approved by the President of the College.
- 20.3 All faculty members with ten (10) or more years of service in the College are eligible to participate provided they conform to this Article. Service shall be calculated from the first day of hire to the final day of employment; if not continual service, appropriate deductions shall be made.
- 20.4 Faculty members shall be eligible for 100% of the payment as enumerated in section 20.1 above, if the employee is 55 years of age or less. Such payment shall be a one-time lump-sum payment pursuant to the following schedule:

55 years or less	100%
56 years of age	80%
57 years of age	60%
58 years of age	50%
59 years of age	40%
60 years of age	30%
61 years of age	20%
62 years of age	10%

Age shall be determined as of January 1st of the year of termination.

- 20.5 A faculty member must work the two (2) semesters preceding the termination date in order to be eligible for payment pursuant to this Article. Employees so eligible shall receive a one lump-sum payment on the first pay period of the semester following termination.

Example 1

OR Example 2

- (a) Work Fall 1989
- (b) Notice February 1990
- (c) Work Spring 1990
- (d) Payment September 1990

- (a) Notice February 1990
- (b) Work Spring 1990
- (c) Work Fall 1990
- (d) Payment January 1991

- 20.6 All early termination payments shall be made in the first pay period in September.
- 20.7 Termination for cause, resignation (except as enumerated in Article 9.3(f) and retirement are considered breaks in service for the purpose of this article.

ARTICLE 21 - CONTRACT SUPREMACY

21.1 CONTRACT SUPREMACY

This agreement shall supersede any rules, regulations or practices of the College which shall be contrary to or inconsistent with its terms.

21.2 SAVINGS CLAUSE

If any provision of this agreement shall be found contrary to law, then such provision shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions shall continue in full force and effect.

21.3 LEGISLATIVE ACTION

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

APPENDIX A
NIAGARA COUNTY COMMUNITY COLLEGE
WAIVER OF HEALTH INSURANCE

In accordance with Article 17.2(F) of the Agreement between Niagara County Community College and the Faculty Association, I, _____, hereby waive and/or withdraw from participating in the Health Plan Coverage offered by N.C.C.C. effective _____ 20__, and request payment as provided in the Agreement. I (am) (am not) currently participating in a health plan offered by N.C.C.C.

I am eligible for (place initials opposite appropriate coverage):

1. Individual Health Plan Coverage _____
2. Family Health Coverage _____

I have or will procure health insurance through my spouse's employment, other employment of myself or a private insurance plan.

This Waiver will remain in effect until a change is requested prior to September 1 for the following year, or my full time appointment is terminated.

Date

Signature

APPENDIX B

PROGRAM COORDINATORS LIST (SUNY/SED Approved Curricula)

BUSINESS EDUCATION

Accounting (Degree & Certificate)
Baking & Pastry Arts
Business Administration & Business Management
Culinary Arts
Office Technologies
Retail Business Management

FINE ARTS

Communications and Media Arts
Digital Media
Music
Theater
Visual Arts

HEALTH/PHYSICAL EDUCATION

Health & Physical Education

LIFE SCIENCES

Animal Management
Dental Assisting (TROT)
Electroneurodiagnostic Technology
Liberal Arts & Sciences: Math & Science
Medical Assistant
Ornamental Horticulture
Physical Therapy Assistant
Radiology
Surgical Technology

MATH/PHYSICS/COMPUTER INFORMATION SCIENCES

Computer Science
Computer Information Systems
Liberal Arts & Sciences: Math & Science
Local Area Networks

NURSING EDUCATION

Nursing
Nursing (evening)

SOCIAL SCIENCES

Chemical Dependency
Criminal Justice
Environmental Studies
Human Services
Liberal Arts & Sciences: Humanities & Social Sciences
Rehabilitation Services
Chemical Dependency

TECHNOLOGY

Drafting (degree & certificate)
Electrical Technology
Liberal Arts & Sciences: Math & Science
Mechanical Technology
Occupational Safety & Health
Science Lab. Tech.

GENERAL STUDIES

General Studies

APPENDIX C

Example: Weighing of Lectures, Preparation, and Laboratory Contact Time

(Reference: Article 7.2 (B))

EXAMPLE: Fall Schedule

2 sections Bio 402 (6 lecture/6 lab)
3 unique lecture hours = 3 prep hours
3 unique lab hours = 2 prep hours

1 section Bio 402 Lab
0 lecture
3 lab hours = 2 prep hours

1 section Bio 405 lecture
3 lecture = 3 prep hours
0 lab

Total Load = 18 contact hours

Total Preps

Fall:

6 prep hours lecture
4 prep hours lab
10 prep hours per semester

Spring:

duplicates above
10 prep hours per semester

Annual:

20 preps $12 = 8$ prep hours compensated $3 = 2.67$

$2.67 \times \$100 = \267 compensation

TENTATIVE AGREEMENT BETWEEN
NIAGARA COUNTY COMMUNITY COLLEGE AND THE
FACULTY ASSOCIATION OF NIAGARA COUNTY COMMUNITY COLLEGE

It is agreed by and between Niagara County Community College (College) and the Faculty Association of Niagara County Community College (Faculty Association) that the agreement between Niagara County Community College and the Faculty Association of Niagara County Community College for the period September 1, 1999 through August 31, 2002 shall be extended for an additional four (4) years subject to the terms and/or changes set forth below:

1. Term of Agreement: September 1, 2002 through August 31, 2006
2. Article 18.2 (General Wage Increases). Changed to reflect an increase in base salaries pursuant to the following schedule:

Effective September 1, 2002	2%
Effective September 1, 2003	3%
Effective September 1, 2004	3%
Effective September 1, 2005	4%
3. Article 18.7 (Overload Compensation). Changed to reflect an increase in the overload compensation pursuant to the following:

1/1/03-8/31/2003:	\$25 per lecture hour and per lab hour
9/1/04 -8/31/2005:	\$25 per lecture hour and per lab hour
9/1/05 -8/31/2006:	\$25 per lecture hour and per lab hour
4. Article 17.2 (Health Insurance). Change Major Medical deductible from \$50 for one person and \$100 maximum for two persons to \$100 for one person and \$200 maximum for two persons. Change the prescription co/pay from \$1/\$5 + mail order to \$7 + mail order. Change the percentage the faculty pay of the annual increased premium costs to the College above the previous academic years cost (for the Blue Cross/Blue Shield Family Plan) from 5% to 10% effective September 1, 2003, to 15% effective September 1, 2004, and to 20% effective September 1, 2005.
5. Article 16.3C (New article—Sick Leave Buy Out). Effective September 1, 2004, upon retirement, faculty shall receive their per diem rate of pay for 25% of their accrued sick leave or the early retirement incentive, whichever is greater.
6. Article 17.6 (Flexible Spending Account). Increase contribution to flex plan from \$2000 to \$3000.
7. Article 17.2H (New Language—Retiree Waiver of Benefit). All future retirees shall have the option to waive their health care benefits each year of their retirement for 50% of the cost of their insurance to the College. Notwithstanding the waiver of health insurance coverage by a retiree for any year, the retiree will be permitted reentry into the College's health plan where unforeseen events occur which have not resulted from the retiree's fault or negligence. Reentry shall be subject to any insurance carrier restrictions which might apply.

8. The College and the Faculty Association agree to review the following issues which may need attention for later resolution after budget passage and contract ratification:

- Promotions (number, bank, proportion)
- Coordinators compensation (pay, equity)
- Overtime and summer work compensation for Technical Assistants
- Health Insurance Issues
- Early Retirement Incentive
- College Acceleration Program (CAP)
- Compensation for working Advisement/Registration
- Distance Learning
- Maximum Overload

FOR NIAGARA COUNTY COMMUNITY
COLLEGE

James P. Keefe 12/9/02
PRESIDENT DATE

FOR BOARD OF TRUSTEES OF NIAGARA
COUNTY COMMUNITY COLLEGE

Arthur N. Pappas 12/9/02
CHAIRMAN DATE

FOR FACULTY ASSOCIATION OF NIAGARA
COUNTY COMMUNITY COLLEGE

Anthony J. Guller 12/4/02
PRESIDENT DATE

FOR NIAGARA COUNTY

Budley E. Ehl 3/08/02
CHAIRMAN DATE
NIAGARA COUNTY LEGISLATURE

APPROVED
NIAGARA COUNTY ATTORNEY
BY

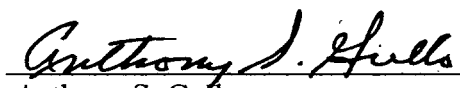
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MEMORANDUM OF UNDERSTANDING # 2

It is agreed between Niagara County Community College and the Faculty Association of Niagara County Community College that Article 7.3, MAXIMUM OVERLOAD, of the Collective Bargaining Agreement shall be modified by increasing the maximum number of credits permitted to be taught on an overload basis from five (5) credit hours per semester to six (6) credit hours per semester.

Disputes arising from the Memorandum of Understanding shall be subject to the provisions of Article 19, Grievance Procedures, of the Collective Bargaining Agreement.

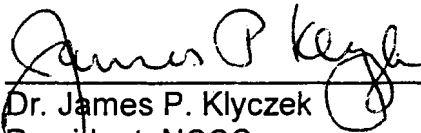
 4/1/03
Dr. James P. Klyczek Date
President, NCCC

 4-7-03
Anthony S. Guilo Date
President, Faculty Association

MEMORANDUM OF UNDERSTANDING # 4

It is mutually agreed between Niagara County Community College and the Faculty Association of Niagara County Community College that Article 17.2 D, **COST SHARING AGREEMENT (FAMILY PLAN ONLY)**, of the Collective Bargaining Agreement shall be modified by deleting the last sentence of the second paragraph and replacing it with the following: "The employee contribution will be deducted from the last pay period in June if the amount is \$100 or less. Additional pay periods immediately preceding the last pay period in June shall be utilized when the employee contribution is greater than \$100 in which case the amount deducted will be in substantially equal payments of not more than \$100 for each pay period deductions are made."

Disputes arising from this Memorandum of Understanding shall be subject to the provisions of Article 19, Grievance Procedure, of the Collective Bargaining Agreement.

 5/15/03

Dr. James P. Klyczek Date
President, NCCC

 5/15/03

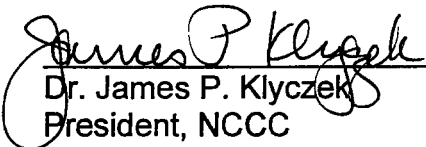
Anthony S. Gullo Date
President, Faculty Association

MEMORANDUM OF UNDERSTANDING # 5

It is agreed between Niagara County Community College and the Faculty Association of Niagara County Community College that Article 17.2 H, RETIREE WAIVER OF BENEFIT, of the Collective Bargaining Agreement shall be modified by adding the following paragraph:

Payments of the waiver benefit shall be made quarterly on the first pay day of the following months: October, January, April, July.


Disputes arising from the Memorandum of Understanding shall be subject to the provisions of Article 19, Grievance Procedures, of the Collective Bargaining Agreement.

 7/18/03
Dr. James P. Klyczek Date
President, NCCC

 8/14/03
Anthony S. Gullo Date
President, Faculty Association

NIAGARA COUNTY COMMUNITY COLLEGE

Office of Human Resources

MEMO TO: Vice President's/Department Supervisors
FROM: Don Armstrong 
DATE: September 3, 2003
SUBJECT: Faculty MOU A-01

Attached, please find Faculty MOU A-01. Please include with your Faculty Contract.

elw

Memorandum of Agreement # A - 01

It is agreed between Niagara County Community College and the Faculty Association of Niagara County Community College that the faculty listed below shall be reassigned to the noted positions. Assignments will be for the 2003-2004 academic year or as otherwise noted. It is also agreed to that each person shall retain all the rights and privileges associated with membership in the Faculty Association including seniority within the work unit from which he/she is being, in part, reassigned. Disputes arising from this Memorandum of Agreement shall be subject to the provisions of Article 19, Grievance Procedures, of the Collective Bargaining Agreement.

James Abbondanza: Shall be assigned as Associate Dean for Distance Learning. The specific duties associated with this position will result in a maximum teaching load of three lecture hours per semester for the 2003-04 academic year.

Deborah Sorrentino: Shall be assigned as Coordinator of Assessment. The specific duties associated with this position will result in the following compensation: Fall 2003, 6 lecture hour stipend and Spring 2004, 6 lecture hour stipend.

Robert Morris: Shall be assigned as Coordinator of Planning with remuneration being his normal 10 month salary with a 9 lecture hour load reduction per semester. He will follow the work day/per diem calendar schedule for 10 month teaching faculty. Any days worked in excess of the days for a 10 month teaching faculty shall be remunerated at the per diem rate for his 2003-2004 10 month base salary.

Liz Weston: Shall be re-assigned as the Associate Dean of Academic Affairs for Faculty Evaluation. She will continue to receive her 10 month salary and will follow the work day/per diem calendar for 10 month Division Chairs. In addition, she may teach one Distance Learning course per semester to be remunerated at the overload rate specified in the bargaining agreement with the Faculty Association.

Jon Williams: Shall be assigned as the faculty advisor for the NCCC Student Newspaper, "The Spirit," and will receive a 6 hour load reduction for the Fall semester 2003 and a 6 hour load reduction for the Spring semester 2004.

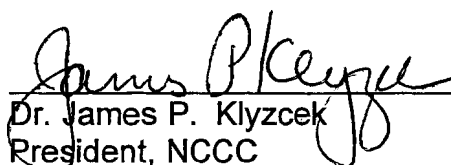
The parties agree that the specific work expectations for these assignments will be the result of mutual agreement between them and the applicable supervisor.

James P. Klyczek 9/4/03
James P. Klyczek Date
President, NCCC

Anthony S. Gullo 9-4-03
Anthony S. Gullo Date
President, Faculty Association

MEMORANDUM OF UNDERSTANDING A-#04


It is agreed between Niagara County Community College and the Faculty Association of Niagara County Community College that the government affairs deduction authorized by Article 5.1B will be deducted from members' wages on the 2nd pay in October 2003 in lieu of the first pay in October. It is understood this modification of Article 5.1B is for academic year 2003-2004 only in order to accommodate receipt of new hire authorization forms.

 9/26/03
Dr. James P. Klyzcek Date
President, NCCC

 9-26-03
Anthony Gillo Date
President, Faculty Association

NIAGARA COUNTY COMMUNITY COLLEGE

Office of Human Resources

MEMO TO: Vice President's/Department Supervisors
FROM: Don Armstrong 
DATE: September 10, 2003
SUBJECT: Faculty MOU A-03

Attached, please find Faculty MOU A-03. Please include with your Faculty Contract.

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MEMORANDUM OF UNDERSTANDING #A-03

It is agreed between Niagara County Community College (the College) and the Faculty Association of Niagara County Community College (Faculty Association) that faculty members may participate in asynchronous instruction under the following conditions:

- A. No faculty member will be adversely affected due to the College's participation in asynchronous instruction. There shall be no reduction in College faculty or budgeted faculty lines in Departments/Divisions related to their participation in asynchronous instruction.
- B. Participation is voluntary.
- C. Only full-time faculty shall of DL courses. When full-time faculty are not available, equally qualified adjunct faculty may be hired with the approval of the respective Division Chair. The Division Chair will decide any questions regarding qualifications.
- D. Faculty who agree to participate, also agree to develop the course and teach it at least twice.
- E. Compensation for a faculty member who develops an asynchronous course shall be equivalent of a three-lecture hour overload.
- F. No DL course or curriculum shall be offered without the approval of the academic Division Chair responsible for such courses and curricula and the Executive Vice President and Dean of Academic Affairs.
- G. The College calendar will be used for each course taught. The NCCC faculty member may voluntarily adjust the calendar if all students in the class agree and the permission of the Executive Vice President and Dean of Academic Affairs and concurrence of the Faculty Association has been obtained.
- H. Textbooks and materials for asynchronous courses will be selected by the NCCC faculty member.
- I. This memorandum shall reflect the spirit and intent of the College's Copyright Policy as it defines the evolution of a "creative endeavor".

According to the College's Copyright Policy, all members of the College shall retain all property rights to copyright and published creative endeavors. All property rights include the right to publish for private profit and the right to copyright any book, manual, software program or other printed materials, and the right to negotiate privately with any person, firm or corporation for the manufacture of any equipment or teaching aid, and the right to acquire patent rights which may be obtainable.

When materials are produced in connection with a release time project or on an additionally compensated basis, the College retains joint property rights. These property rights entitle the College to use these books, teaching aids, computer software, or equipment regardless of copyright or patents at no cost to the College. The College shall have nontransferable rights, in perpetuity, to unrestricted use within the College of all inventions, discoveries, writings, or other creative endeavors, made or authored by employees while under the conditions stated above. (See current Faculty Handbook, Articles 1.6.1 & 1.6.2)


In specific, as set forth in the conditions above, the College has the option of rights to specific course materials related to asynchronous course development. These materials may include all orientation documents, course outlines, and the sequencing of content modules.

The College does not have rights to specific assignments, discussion questions and responses, on-line lectures, assessments, images of the faculty member, graphics and visual materials and other academic content unless specifically granted by the instructor in writing.

- J. The College shall not exceed the maximum class sizes that are established for DL course sections by the respective Division Chairs.
- K. DL course sections shall be added to a division's master schedule offerings, not in place of them.
- L. The College will provide faculty members who participate, on a per semester basis, with the following:
 - 1. A current/up-to-date (laptop/desktop) computer while developing and teaching a DL course.
 - 2. Reimbursement of \$20 per month, to be paid at the end of each semester towards off campus personal connectivity for as long as he/she teaches DL courses; i.e. \$80 for the fall semester, \$100 for the spring semester, and \$40 for each summer session. The faculty member must provide a signed voucher to the College at the end of each semester/session.
 - 3. Training and technical support.
 - 4. Software needed to teach the DL course.
 - 5. A course load reduction in contact hours equivalent to the contact hour equivalent of the DL course shall be awarded for the extra preparation time involved with asynchronous instruction the first time he or she teaches such a

course; e.g. a faculty member ordinarily teaching five (5) sections of Psychology (15 credit hours) will teach three (3) sections of Psychology (9 credit hours) and one (1) section in asynchronous instruction (3 credit hours) for a total of twelve (12) credit hours.

- M. Both parties agree that, based on the experimental nature of asynchronous instruction, this memorandum of understanding will not establish a precedent for future negotiations.
- N. This memorandum shall remain in effect for the duration of the 2002-2006 collective bargaining agreement, however either party may request to renegotiate the terms of this memorandum during the contract's duration.
- O. Disputes arising from the Memorandum or Understanding shall be subject to the provisions of Article 19, Grievance Procedures, of the Collective Bargaining Agreement.

 9/5/03
DR. JAMES P. KLYCZEK Date
PRESIDENT, NCCC

 9-9-03
ANTHONY S. GULLO Date
PRESIDENT, FACULTY ASSOCIATION

MEMORANDUM OF UNDERSTANDING # A-04

NOV 10 2003

It is agreed between Niagara County Community College (NCCC) and the Faculty Association of Niagara County Community College (Faculty Association) that the hiring of Luke Kantor as Activities Programmer/Program Leader in the Student Activities Office does not meet the requirements of the current collective bargaining agreement. It is further agreed between the parties that Mr. Kantor may not continue to be employed in his current capacity beyond June 30, 2004, nor may anyone else who does not meet the requirements of the Collective Bargaining Agreement serve in such capacity. It is also agreed that this arrangement is not precedent setting in the Student Activities Office.

Disputes arising from this Memorandum of Understanding shall be subject to the provisions of Article 19, Grievance Procedures, of the Collective Bargaining Agreement.

James P. Klyczek 11/5/03
Dr. James P. Klyczek Date
President, NCCC

Anthony S. Gullo 11-7-03
Anthony S. Gullo Date
President, Faculty Association

